

## STARLAND COUNTY POLICY MANUAL

**FUNCTION:** Personnel (All Departments)  
**FUNCTION NUMBER:** 130  
**POLICY:** Employee Service Recognition Policy  
**POLICY NUMBER:** 130-14  
**DATE:** October 24, 2000

**Purpose:** To establish a process to recognize Starland County employees, based on their years of service to the municipality.

### 1.0 Eligibility:

All Starland County employees will be eligible for service recognition awards based on the employees service with the municipality, and subject to the following conditions:

- i) Eligibility will be limited to regular full time employees (salaried and full time hourly) and seasonal employees.
- ii) In order to be eligible for the service recognition awards, employment must be continuous. The continuous nature of employment will not be interrupted by leave of absence for maternity or adoption leave, education leave, sick leave, or other breaks in continuous employment authorized by Council. For seasonal employees, to be eligible for the long service recognition awards, employment with Starland County must be continuous on a seasonal basis (ie. the employee must return annually for enough consecutive months to qualify for the award – employment months from each consecutive year will be added together to establish years of service).
- iii) The employee must have served the award period before the recognition award is presented.

### 2.0 Schedule of Awards:

Employees will be eligible for the following awards based on employment service:

Length of Service	Award Value	Award Choice (Equivalent)
After 5 years of continuous service	\$100.00	Intergold - Level 2 Nelaine Advertising Ltd. – Level 5
After 10 years of continuous service	\$200.00	Intergold - Level 5 Nelaine Advertising Ltd. – Level 8

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After 15 years of continuous service	\$300.00	Intergold - Level 6 Nelaine Advertising Ltd. – Level 9
After 20 years of continuous service	\$400.00	Intergold - Level 8 Nelaine Advertising Ltd. – Level 10
After 25 years of continuous service	\$500.00	Intergold – Level 10 Nelaine Advertising Ltd. – Level 10 or Gold Starland County Ring
After 30 years of continuous service	\$600.00	Appropriate Gift Selected by the Municipal Administrator in conjunction with the employee.

**3.0 Presentation of Awards:**

The Employee Recognition Awards will be presented annually at the Starland County Family Picnic. The Municipal Administrator will annually review the list of employees that will be eligible for their long service awards during the current fiscal year on or before April 01<sup>st</sup>, and will review the list and proposed budget with Council.

At the Starland County Family Picnic, the employee will be presented with a Certificate acknowledging his / her service with Starland County. The employee will be presented with a list of eligible gifts he / she may choose from in accordance with the above noted schedule. The employee will also be notified of the achievement date, after which, the employee will be able to redeem their service award. The employee recognition award itself cannot be delivered to the employee until after the achievement date.

A record of awards presented will be maintained by the Municipal Administrator.

**4.0 Payment for Recognition Awards:**

In 1999, Mutual Life of Canada converted from a private insurance company to a corporation. The demutualization of Mutual Life of Canada resulted in the issuance of shares in a private company called Clarica Inc. By virtue of participating in an employee benefit program with Mutual Life, Starland County was issued shares in the new company. The County maintained their share holdings, and established a separate bank account for dividends and interest earned. It is anticipated that the dividends will fund the long term operation of the employee service awards. In the event that adequate dividends are not available for the employee service awards, the Municipal Administrator will budget sufficient funds from the general revenues of the County to adequately fund the award program.

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**5.0 Review of Recognition Program:**

The Municipal Administrator will review the Employee Service Recognition Policy with Council every two years, and will ensure that the identified suppliers for the recognition program can adequately supply awards consistent with Section 2 of this policy.

**6.0 Service Recognition Plaque:**

Commencing in 2000, Starland County will establish a commemorative wall plaque to recognize the service of employees that worked with Starland County for at least 5 years. The plaque will be displayed in the Administration Office, and will display the name, employment start and finish dates for all employees that have served for a minimum of 5 continuous years of employment.

**7.0 Effective Date:**

This policy was approved by Council this 24<sup>th</sup> day of October, 2000

**Policy Amendments:**