



<b>Policy Name: Employee Recognition Policy</b>	<b>Policy No: S100-05</b>
Committee approval date:	-
Council approval date:	April 19, 2022
Revision date(s):	-
Department/Division:	Corporate Wide

### 1. Purpose

In appreciation of the years of service dedicated to the Town of Pelham, recognition and awards will be presented as specific milestones are achieved.

### 2. Policy Statement

The Town of Pelham is committed to recognizing employees for their length of service. Upon completion of specified milestones, employees will be presented with recognition and awards as outlined below. Years of service will be calculated based on an employee's initial date of hire, provided there has not been a break in service, otherwise their service will be based on their most recent date of hire. Recognition awards will be presented to employees within 60 days following achievement of their service milestone.

### 3. Definitions

Employee: Includes all permanent full-time and part-time staff.

Initial Date of Hire: The date when an employee performs their first hour of service.

Most Recent Date of Hire: If there has been a break in employment with the Town (i.e. the end of a temporary contract), years of service will be calculated using the first date the employee was hired on a continuous basis.

Years of service: An unbroken period of continuous service, including all time off during statutory leaves and time on paid or unpaid leaves, unless that leave exceeds 3 months.



#### 4. General Provisions

##### 4.1 Service Recognition Awards

5 years	Long term service certificate along with a selected gift card of employee's choice valued at \$50 and a Pelham branded item
10 years	Long term service certificate along with a selected gift card of employee's choice valued at \$75 and a Pelham branded item
15 years	Long term service certificate along with a selected gift card of employee's choice valued at \$100 and a Pelham branded item
20 years	Long term service certificate along with a selected gift card of employee's choice valued at \$125 and a Pelham branded item
25 years	Long term service plaque, recognition at a public Council meeting along with a selected gift card of employee's choice valued at \$150 and a Pelham branded item
30, 35 & 40 years	Long term service certificate along with a selected gift card of employee's choice valued at \$175 and a Pelham branded item

##### 4.2 Responsibilities

- 4.2.1 Human Resources will be responsible for the calculation of years of service and initiation of the awards and recognition. Human Resources will contact employees who are eligible for an individualized gift card and will be responsible for ensuring it is ordered and received by the employee.
- 4.2.2 All employees who receive a service award in the current calendar year will be recognized by the Chief Administrative Officer at the annual staff appreciation meal, or similar event.
- 4.2.3 Presentations for 25 years of service shall be made at the Council meeting immediately following the milestone date.
- 4.2.4 Eligible gift card choices will include gas, grocery, dining, or entertainment, as provided by Human Resources.



4.2.5 Employees may opt to donate their gift card value to the United Way or Pelham cares and receive a tax receipt for their donation.

4.2.6 Gift cards are given in compliance with the Canada Revenue Agency's requirements for Taxable Benefits

## **5. Attachments**

None.