

SECTION: ADMINISTRATION

SUBJECT: LONG SERVICE RECOGNITION

Original Resolution No.: 88-10-11
Revision Resolution No.: 95-03-07
Revision Resolution No.: 99-02-20

Revision Resolution No.: 03-10-39
Revision Resolution No.: 06-04-34
Revision Resolution No.: 07-06-43

Employment Service Recognition

It is the policy of the County of Warner No. 5 to recognize employment service and the service of retiring and leaving employees.

Guidelines

1. Employment to be recognized includes:
 - a. Long-term service.
 - b. Retiring employees.
 - c. Employees leaving the service of the County of Warner.
2. For the purpose of this policy, Years of Employment Service shall be determined by adding the following employment periods, less Council granted leave of absences (e.g. - personal, maternity, extended sick leave such as a disability period, educational, etc.):
 - a. Permanent Full-time Service
 - b. Permanent Part-time Service
 - c. Periods of Seasonal Service (e.g. - If an employee works for six months out of a year, they receive recognition for one half year of service.)
3. Long-Term Employment Service
 - a. Shall be recognized upon completion of ten (10), fifteen (15), twenty (20), twenty-five (25), thirty (30), thirty-five (35), forty (40), full years of accumulated employment service to the County of Warner No. 5 regardless of the capacity in which the individual was employed.
 - b. Recognition shall be in the form of an official County of Warner pin appropriately designated with the years of service.
 - c. On an annual basis, long service employees will be honoured by the elected officials during a regular meeting of County Council.
 - d. The employee will be given a gift certificate for an evening of dining out in the amount \$100.00.
4. Retiring Employees
 - a. Are considered to be:
 - i. Those who are employed on a permanent full time basis (minimum of 35.5 hours per week, 52 weeks a year), or
 - ii. Those who are employed on a permanent part time basis (less than 35.5 hours per week, 52 weeks per year), and includes
 - iii. Those who have completed at least ten (10) full years of employment service in the County of Warner No. 5, (Discretion will be granted for employees who are hired by the County who were over the age of 55 when hired), and
 - iv. Those who are at least fifty-five (55) years of age, and
 - v. Those who are eligible to receive a pension under the regulations of the Local Authorities Pension Plan, or Canada Pension Plan, and
 - vi. Those who are not leaving due to being terminated by the County with cause.

- b. Years of eligible service are calculated from the date the employee started permanent full time service with the County to the date the employee is retiring.
- c. Shall be recognized by receiving the following:
 - i. A cash gift valued at \$200 per year (prorated for permanent part time service) upon completion of full time service for the years from 1 through 10, and if applicable
 - ii. A cash gift valued at \$500 per year (prorated for permanent part time service) upon completion of full time service for the years from 11 through 40,
 - iii. An appropriately inscribed plaque after a minimum of 10 years of service, and
 - iv. A \$100 gift certificate for an evening of dining out.
 - v. If the employee so desires, a gold watch (with a gold insert of the County logo on the watch face or an engraved notation on the back) with the monetary gift outlined in 4 (c) (i) and (ii) being reduced by the purchase value of the gold watch.

5. Employees Leaving

- a. Shall be considered to be those who are terminating their employment with the County of Warner No. 5. and not leaving due to being terminated by the County with cause.
- b. A cash gift valued at \$50 per year (prorated for permanent part time service) upon completion of permanent full time service for the years from 1 through 10, and if applicable
- c. A cash gift valued at \$100 per year (prorated for permanent part time service) upon completion of permanent full time service for the years from 11 through 35.

6. Death of an Employee

- a. In the event of the death of an individual who is an employee, as defined within this policy, they will be eligible for the cash gift as outlined in Clause 4 (c) and this amount will be paid to the employee's beneficiary.