



TOWN POLICY

ADMINISTRATION POLICY:

Employee Service Recognition and Commendation Policy

DEPARTMENT: Human Resources

POLICY NUMBER: HR-022

APPROVAL:  APPROVED BY CAO
Jeff Shaw

EFFECTIVE DATE: July 14, 2016

SUPERSEDES: Policy #E-32-1

UP FOR REVIEW: September 27, 2022

Policy Statement:

The Town of Cardston (the Town), Mayor, and Council wish to recognize employees of the Town for the service which they provide to the Town.

The purpose of this policy is to:

Develop guidelines for the recognition and commendation for service as employees of the Town.

Years of Service

- 1) The Town agrees to provide recognition of service to permanent full-time and permanent part-time employees when they reach the following work anniversaries: 5, 10, 15, 20, 25, 30, and 35 years.
- 2) The following schedule will guide the value of the recognition of each event interval:
 - (a) 5 years: Plaque or certificate and gift up to \$50
 - (b) 10 years: Plaque or certificate and gift up to \$100
 - (c) 15 years: Plaque or certificate and gift up to \$150
 - (d) 20 years: Plaque or certificate and gift up to \$200
 - (e) 25 years: Plaque or certificate and gift up to \$250
 - (f) 30 years: Plaque or certificate and gift up to \$300
 - (g) 35 years: Plaque or certificate and gift up to \$350
- 3) The Town will purchase jackets with the Town insignia for all Town employees every 5 years commencing from 2002.





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- 4) In the event of termination and re-employment, service shall commence from the date of re-employment.
- 5) This incentive is in addition to any other programs and policies in place.

Commendation

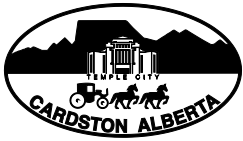
- 1) An amount of \$1000 shall be included in the annual operating budget for commendation awards. Said awards are intended to provide incentive and reward for commendable effort and performance in the workplace. The distribution of such awards will be at the discretion of the CAO and/or Supervisor(s) in each department. The following criteria will be considered when determining awards:
 - (a) Match the reward to the person
 - (b) Match the award to the achievement
 - (c) Be timely and specific

Staff Christmas Bonus

The Mayor and Council of the Town desire to recognize the service of staff annually with Christmas bonus payments. The Christmas bonus shall be subject to the following terms:

- 1) The amount to which each full time permanent staff member is entitled as a bonus shall be determined by the following formula: Base rate of \$75 per employee plus \$10 per year of service with the Town.
- 2) Seasonal staff and contract staff are eligible to receive \$75 per year with no addition for years of service.
- 3) Full-time permanent, seasonal, contract staff, and Mayor and Council will also receive one ham or turkey or the offered equivalent.
- 4) Staff who quit or are dismissed from employment from the Town are not eligible for the staff bonus in that same year.
- 5) All funds for the staff bonus must be approved in the yearly budget by Mayor and Council.





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Retirement or End of Service

Employees who retire or resign from Town employment will be recognized for their years of service, provided the employee has been employed for five (5) years or more.

The money allocated to the retirement or resignation will be based on \$20.00 per year for each year of service as an employee with the Town.

The funds can be used for any combination of the following:

- 1) Social function
- 2) Gift

The Town may combine with the Employee's Association if both are in agreement to provide a social or gift. However, the Town Council is responsible for the retirement or end of service recognition.



