

Township of Brock Corporate Policy



Policy Name: Recognition of Long Service Employees and Council Board and Committee Appointees

Policy Type: Administration & Personnel

Policy Number: AP1

Reference: 2000-AP-17

Date Approved: February 16, 1987

Date Revised: Monday, September 25, 2000 and XXXX

Approval By: Council

Point of Contact: CAO or Clerk/Deputy CAO

Preamble

The purpose of this policy is to provide Council with a summary of the practices in effect with regard to recognizing employee service. Additionally, this policy will reflect a method of acknowledging the appointees to various committees and boards of the municipality.

It has been a long-standing tradition for most employers to recognize the service of their employees and the Corporation of the Township of Brock has been part of that tradition.

Policy:

Staff Long Service Recognition

Service recognition of employees will be made in five (5) year increments.

Recipients shall receive a certificate signed by the Mayor and CAO as well as a gift card as per the following dollar values:

- 5 years - \$50.00
- 10 years - \$100.00
- 15 years - \$150.00
- 20 years - \$200.00

These funds shall be allocated within the CAO's Budget.

Gift cards shall be arranged by the department manager.

Years of service pins shall be used for staff long service until such time that there is no longer inventory of the pins.

Long service recognition occurs once a year at the end of the year celebration.

This document is available in alternate formats upon request.
Please contact the Clerk's Department at 705-432-2355 or clerks@townshipofbrock.ca.

Years of service may be listed on a Council agenda for formal acknowledgement in a public space. Staff attendance at said Council meeting is not required.

This program shall include all employees and is not limited to full time permanent staff. Staff shall be eligible for recognition if they reach the milestone years with consecutive service.

Staff Retirements

Employees who are retiring may be recognized by Council by attending a Council meeting for the formal certificate presentation and may invite friends and family to attend the meeting. Arrangements shall be made between the staff member's department manager and the Clerk's Department.

Council Appointed Volunteer Recognition

Council appointed volunteers shall be recognized once a term at an event pre-determined by the Mayor (Council meeting or volunteer appreciation night). Each volunteer shall be presented with a certificate signed by the Mayor and CAO.

This event shall be held every third year of Council's term.

Should the event be a Volunteer Appreciation Night, each recipient may invite one guest. Preparation for this event shall begin one calendar year in advance to ensure appropriate funds are included in the Council annual budget.

General

The specifics of the general intent of the policy addressed herein is not intended to apply to the Fire Department.

Payroll and the Clerk's Department shall work together for the administration of this policy.

Staff who are no longer employed with the municipality may not be eligible for recognition.

Annually, funds shall be included in the budget for any costs associated for staff and volunteer recognition as noted in this policy.