

Overview:

Over the years, staff have been trying to update some of the older Township policies to bring them up-to-date/current. Attached is an old policy, Years of Service Recognition, that is currently in effect, but is a out dated (due to staff currently working from home during the emergency situation, I do not have access to the policy number).

Conclusion:

One of the Township's most valuable resource is our staff. It is important to recognize the commitment and loyalty of the Township employees. In reviewing the various recognition policies of other municipalities in the area, please find attached an updated draft Years of Service Recognition Policy that has the following updates:

- References full-time staff
- Includes a monetary provision starting at five (5) years and going forward on five-year intervals
- Increased monetary provision for the years of service
- Removes reference to voucher and items that can be selected as a gift.
- Removes the engraved plaque
- Includes a provision for a retirement gift and places a maximum value on the retirement reception.

Recommendation:

That the Clerk/Planning-2020-20 report, dated April 6, 2020, regarding a draft Years of Service Recognition Policy and that the draft Years of Service Recognition Policy be adopted as Policy HR-9 and replace the previous version.

Financial Impact: Depending on the year, there would be a cost to the Township to recognize a certain full-time employee(s) depending on their years of service. Removing the engraved plaque will save the Township money as they are quite expensive to order.

Strategic Plan Applicability: n/a

Sustainability Plan Applicability: n/a

Report Approval Details

Document Title:	Policy - Years of Service Recognition.docx
Attachments:	- Draft - Years of Service Recognition Policy.docx- Old - Years of Service Policy.pdf
Final Approval Date:	Apr 6, 2020

This report and all of its attachments were approved and signed as outlined below:

Martina Chait-Hartwig

Report Approval Details

Document Title:	Policy - Years of Service Recognition.docx
Attachments:	- Old - Years of Service Policy.pdf - Draft - Years of Service Recognition Policy.pdf
Final Approval Date:	Apr 29, 2020

This report and all of its attachments were approved and signed as outlined below:

Martina Chait-Hartwig