

Years of Service Recognition Policy

Approved By: Council
Approval Date:
Effective Date:
Revision Date:

Policy Statement

To recognize long service council members and staff with the
Township of Douro-Dummer

Purpose: this policy will provide criteria for recognizing council members and staff that have achieved specific lengths of service with the Township of Douro-Dummer (including the former Township of Douro and Township of Dummer).

Application: This policy applies to all members of council and staff.

Definitions: None

Exclusions: None

References & Related Policies: None

Consequences of Non-Compliance: None

Review Cycle: this policy shall be reviewed every 5 years by council.

Procedures

The following steps shall be adhered to in order to implement this policy:

-For members of council and staff that have achieved significant levels of service with the Township of Douro-Dummer the following shall be the recognition that is provided to members of council and staff that qualify:

- **25 years of service:** A Certificate of Recognition and a \$250.00 voucher towards the purchase of a watch, figurine, painting, or other material item selected by the member of council or employee.
- **30 years of service:** A Certificate of Recognition to recognize the length of service.
- **35 years of service:** A Certificate of Recognition and a \$350.00 voucher towards the purchase of a watch, figurine, painting, or other material item selected by the member of council or employee.
- **Every 5 years thereafter:** A Certificate of Recognition and a voucher in the amounts listed below, towards the purchase of a watch, figurine, painting, or other material item selected by the member of council or employee.
 - 40 years of service- \$400.00
 - 45 years of service- \$450.00
 - 50 years of service- \$500.00
- The municipality shall also provide the necessary engraving or engraved plate to recognize the years of service that have been achieved.

Employee Recognition:

This policy shall provide a process for recognizing long term full-time employees with the Township of Douro-Dummer. It shall be the policy of this Township to recognize employees who have served with the municipality for 25 years, 30 years, 35 years, 40 years, 45 years, and 50 years.

Service with the municipality shall include service with the former municipalities of the Township of Douro and the Township of Dummer.

Employee recognition shall be the following:

25 years of Service: A \$250.00 voucher towards the purchase of either a watch, figurine, or painting, selected by the employee.

30 years of Service: A Certificate of Recognition of this milestone shall be presented by the Reeve.

35 years of Service: A Certificate of Recognition of this milestone shall be presented by the Reeve and a \$350.00 voucher towards the purchase of a watch, figurine, or painting, selected by the employee.

Every 5 years after 35 years of Service: A certificate of Recognition of the respective milestone of service shall be presented by the Reeve. In addition, a monetary contribution to a memento, to be selected by council, recognizing this event shall be presented to the employee. The monetary contribution shall be as follows:

40 years of Service- \$400.00
45 years of Service- \$450.00
50 years of Service- \$500.00

The municipality shall also provide the necessary engraving or engraved plate to recognize the years of service that have been reached.