

Staff Recognition Policy

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

Policy Statement

To recognize the loyalty and dedication of employees retiring from the municipality and employees who have a significant length of service with the Municipality.

Purpose: This policy is to recognize the loyalty and dedication of employees retiring from the municipality and employees who have a significant length of service with the Township of Douro-Dummer (including the former Township of Douro and Township of Dummer).

Application: This policy applies to all full-time employees.

Definitions: None

Exclusions: This Staff Recognition Policy is not retroactive.

References & Related Policies: N/A

Consequences of Non-Compliance: N/A

Review Cycle: This policy will be reviewed on an as needed basis.

Procedures

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

Retirement:

All full-time employees of the Township of Douro-Dummer will receive a retirement cash gift based on their years of service at a rate of \$10 per year plus \$200 as well as a certificate of recognition signed by the Mayor.

A reception for the retiring employee will be organized, at which time the gift and certificate will be presented valued at a maximum of \$500.

Years of Service Recognition:

All full-time employees of the Township will be recognized for their length of service with a cash gift and an unframed certificate of recognition signed by the Mayor. The gift/cash value and certificate will be presented to the employee at a Council meeting or other such event as deemed appropriate by Council. The value of the gift/cash value will be determined by the years of service:

- **5 years of service:** A Certificate of Recognition and \$150.00
- **10 years of service:** A Certificate of Recognition and \$200.00
- **15 years of service:** A Certificate of Recognition and \$250.00
- **20 years of service:** A Certificate of Recognition and \$300.00
- **25 years of service:** A Certificate of Recognition and \$350.00
- **30 years of service:** A Certificate of Recognition and \$400.00
- **35 years of service:** A Certificate of Recognition and \$450.00
- **40 years of service:** A Certificate of Recognition and \$500.00
- **45 years of service:** A Certificate of Recognition and \$550.00
- **50 years of service:** A Certificate of Recognition and \$600.00