



Long Service and Retiree Recognition Policy

Policy Manual Section: Finance - General

Policy Number: F-GEN-007

Authority: 9413/11

Date Approved: March 8, 2011

Department Responsible: Human Resources

Revision Dates: March 2019

Review Date: March 2023

Status: Active

Purpose:

To provide for long service recognition of full time employees and volunteer firefighters upon retirement from the Corporation and in recognition of employees who have served twenty (20) years.

Policy Statement:

To establish monetary values to recognize long service employees and those retiring with a monetary gift based on years of service.

Scope:

This policy applies to full time staff and volunteer firefighters.

Policy:

Retiree Recognition:

A monetary gift will be provided to eligible employees retiring from the Corporation based on the following years of service:

Up to 10 years of service	\$200
10 to 20 years of service	\$400
20 to 30 years of service	\$600
30 years of service	\$800

Retirees will be presented with their monetary gift at the Annual Employee & Retiree Holiday Party. In addition, a retiree will be provided with a reserved table of ten (10) for family members at the party.



Long Service Recognition:

A gift of \$300 will be awarded to employees with twenty (20) years of service by providing either:

- 1) an item of choice which is purchased by the recipient.
(Once purchased, a receipt will be submitted to the payroll benefits officer for reimbursement. The reimbursement will be the lessor of the receipt value or no more than \$300.00.)
- 2) a monetary award or gift card no more than \$300.00.
(Any monetary award is subject to applicable taxes and will be treated as regular earnings.)

Responsibilities:

Retiree Recognition:

The Payroll/Benefits Officer will notify the Administrative Assistant to the Chief Administrative Officer of the eligible retirees.

The Executive Assistant to the CAO will prepare a cheque requisition for the approval of the CAO for eligible retirees based on the aforementioned chart.

The Executive Assistant to the Chief Administrative Officer will also make the necessary arrangements with the retiree regarding his/her reserved table at the Holiday Party.

20 Year Service Recognition:

The Payroll/Benefits Officer will notify the Communications Officer and department head of an employee with 20 years of service and will issue payment of \$300 to the employee.

Policy Review

This policy will be periodically reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

References and Related Documents:

None.

Attachments:

None.