

**Title: EMPLOYEE RECOGNITION**

**Resolution: 186-2013, 2023-0045**

**Revised:**

**Feb 27/23**

**Special Notes/Cross Reference:**

**Next Review Date:**

**POLICY STATEMENT:** The Town of Westlock values and recognizes the contribution of employees and believes in formally recognizing those contributions.

**PURPOSE:** To establish a procedure for consistently recognizing significant employment anniversaries and employee retirements.

**GUIDELINES / PROCEDURES / RESPONSIBILITIES:**

The Chief Administrative Officer (CAO) or designate is responsible to ensure the level of recognition required corresponds to the level of accomplishment and is administered in a consistent manner.

1. This policy applies to:
  - a. All bargaining unit and non-union permanent full-time and part-time employees
  - b. Employees leaving employment for the purposes of entering into the retirement phase of their life
2. This policy does not apply to:
  - a. Employees leaving to pursue other employment opportunities
  - b. Terminated employees
3. Long Service Recognition
  - a. Employees will be recognized commencing after five (5) years of service, and each additional five (5) years of service thereafter
  - b. Years of Service shall be a total of the continuous years of service. Unpaid leaves are not counted towards service.
  - c. Recognition will be presented at an appropriate occasion as set by the CAO
  - d. A certificate of service will be presented with the recognition
  - e. Each eligible employee will receive a monetary gift as follows:

Handwritten signature and initials in the bottom right corner of the page.

Years of Service	Gift Value
5 years	❖ \$100.00
10 years	❖ \$250.00
15 years	❖ \$400.00
20 years	❖ \$550.00
25 years	❖ \$700.00
30 years	❖ \$850.00
35 years	❖ \$1,000.00
40 plus years	❖ As determined by the CAO

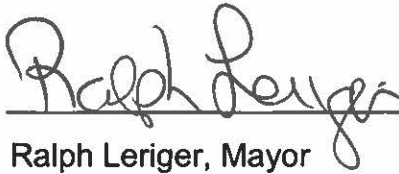
- f. The Payroll Clerk will prepare a list of employees who qualify for Long Service Recognition Awards as part of the annual budget preparation process.


#### 4. Employee Retirement Recognition

- a. The retirement recognition section of this policy will apply when an employee who has completed five (5) or more years of service with the Town, voluntarily resigns from employment with the Town for the purposes of entering into the retirement phase of the employee's life. Except as otherwise determined by Council, the qualifying employee will have no intention of seeking full-time or nearly full-time employment with any other employer or in a private business pursuit. As a general rule, eligible retirements will not normally occur when an employee is less than 55 years of age.
- b. The past service contribution of every retiring employee to whom this policy applies will be recognized as follows:
  - i. A retirement celebration as deemed appropriate by the employee's immediate Supervisor will be organized by that supervisor.
  - ii. The cost of the celebration will come from the department's budget of the retiree. Said cost will be determined by the Director of the appropriate department.
  - iii. The Town will recognize the past service contribution of the retiring employee by presenting the employee with a retirement gift according to the following chart.




Years of Service	Gift Value
<i>5 years, up to 10 years</i>	❖ <i>\$250.00</i>
<i>11 years, up to 20 years</i>	❖ <i>\$550.00</i>
<i>21 years, up to 30 years</i>	❖ <i>\$850.00</i>
<i>31 years, up to 40 years</i>	❖ <i>\$1,000.00</i>
<i>40 plus years of service</i>	❖ <i>As determined by the CAO</i>

  
Ralph Leriger, Mayor

  
Simone Wiley, CAO