*(Name of Municipality)*

**EMPLOYEE RECOGNITION AND AWARDS PROGRAM**

Approved by:

Effective Date: January 1, 2018

**Policy Statement**

Council endorses programs that recognize employees’ length of service, retirement, safety records and special accomplishments. It encourages local recognition and awards programs at the department level.

**Guidelines**

**1.0 Corporate Programs:**

**1.1 Service Awards**

a) Full-time, part-time permanent and part-time irregular employees will be recognized for total years of service with *(Name of Municipality)*. Temporary employees will be recognized for number of seasons worked with *(Name of Municipality)*.

b) The following levels of service will be recognized:

* 5 years service
* 10 years service\* -service award
* 15 years service
* 20 years service\* -service award - GG emergency services exemplary service
* 25 years service\* -special award - MAFC Fire Service award
* 30 years service\* - GG emergency services exemplary service
* 35 years service\* - MAFC Fire Service award
* Retirement after 10 years

c) The Mayor and Council will present awards to recipients at an appropriate function arranged by the respective department(s).

**1.2 Retirement Awards**

a) Full-time and part-time permanent employees who retire from the *(Name of Municipality)* will receive a suitable momento and a written message from the Mayor and Council.

b) The Mayor and Council will formally present awards at the Service Awards function.

**1.3 Special Awards**

a) This program recognizes special deeds, accomplishments, acts of heroism and bravery by *(Name of Municipality)* employees.

b) Residents of *(Name of Municipality)* and staff may make nominations to the Chief Administrative Officer, who will recommend final candidate(s) for Council approval.

c) The presentation will include an appropriate award selected by the Mayor and Council as well as a written message from the Mayor and Council.

**2.0 Departmental Programs:**

Departments are encouraged to develop formal or informal recognition programs to suit the circumstances and nature of work particular to them. The cost of the departmental recognition and awards programs will be paid for through corporate funding.

**2.1 Formal Awards Programs**

a) Departments may wish to establish an annual recognition program with defined eligibility criteria such as a safe driving, attendance, training or special role or community commitment recognition.

b) Other formal awards programs could be for such things as teamwork, customer service or productivity, safety in the workplace and the like.

**2.2 Informal Recognition Programs**

a) Under this category, a peer nomination process could be established, whereby individuals or teams could be recognized for the completion of a project or for attaining certain productivity levels.

b) Departments are encouraged to involve their staff in the development of department specific recognition and awards programs.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  *(Name)*

 Chief Administrative Officer

  *(Name of Municipality)*