

**TOWN OF
AMHERSTBURG**



POLICY NO.: H01 – Long Service Award

SOURCE: Council Minutes

SECTION:

DATE ENACTED: February 12, 2006

DATE OF AMENDMENT: March 21, 2011

SUBJECT:

LONG SERVICE AWARD RECOGNITION

INTENT:

To recognize the valuable contribution of employees at designated service intervals.

SCOPE:

This policy will apply to all full-time employees and Council Members

PROCEDURE / IMPLEMENTATION:

The Town will arrange a presentation of long service awards annually in November at 7:00 p.m. during regular Council Meeting. Otherwise, employees will be presented with their plaque and gifts in their departments.

The Human Resources Department will arrange the formal part of the agenda to include an address by the Mayor and CAO or designate including the presentation of plaques and gifts.

Gifts will be selected by the service award recipient from the Gift Catalogue and arrangements for delivery and payments will be made by the Human Resource Department. No cash gifts will be allowed. Gift amounts must be spent in the relative year and amounts cannot carry forward to the next service interval period. The employee will be responsible to pay amounts over the gifts entitlement prior to the celebration.

Long Service Awards at the following intervals will be recognized:

10 Years of Service

Engraved Scroll Plaque with gold bar stating
10 Years of Service

15 Years of Service	\$100 Gift from Catalogue. Also a gold bar for their Plaque stating 15 Years of Service
20 Years of Service	\$150 Gift Card from Catalogue. Also a gold bar for their plaque stating 20 Years of Service
25 Years of Service	\$300 Gift Card from Catalogue. Also a gold bar for their plaque stating 20 Years of Service
30 Years of Service	\$500 Gift Card from Catalogue. Also a gold bar for their plaque stating 20 Years of Service
35 Years of Service	\$700 Gift Card from Catalogue. Also a gold bar for their plaque stating 20 Years of Service
Council Members who Serve more than one Term of Council	A plaque recognizing their service