


# POLICY

	Policy:	<b>Employee Recognition and Expressions of Care</b>		
	Department:	Office of the CAO		
	Division:	Human Resources	By-Law No.:	N/A
	Administered by:	Manager of Human Resources	Approval Date:	Dec. 15, 2025
	Replaces:	Employee Recognition and Expressions of Care – December 16, 2024		
	Attachment(s):	N/A		

## 1. POLICY STATEMENT

The Corporation of the Town of Amherstburg is committed to recognizing and acknowledging the valuable contributions Council members and Employees make to the organization throughout their employment relationship. The Town is also committed to expressing care for Council members and Employees when they experience a joyous, sorrowful, or special event in their life.

## 2. PURPOSE

- 2.1. This policy provides guidelines to formally acknowledge and show appreciation to Council members, Employees and Retirees for their efforts that further the mission and values of the Town.
- 2.2. This policy describes the process for recognizing individuals at designated service intervals.
- 2.3. This policy defines the circumstances when an expression of care is provided.

## 3. SCOPE

- 3.1. This policy applies to Regular Full-Time Employees and Regular Part-Time Employees of the Town, including members of Council, who meet prescribed criteria for recognition.
- 3.2. This policy does not apply to Employees of the Amherstburg Fire Department who receive recognition and expressions of care through a separate process.
- 3.3. This policy shall be reviewed every five (5) years from the date it becomes effective, and/or sooner at the discretion of the CAO or designate.

## 4. DEFINITIONS

- 4.1. **Family Member** refers to immediate family members including an Employee's spouse/partner and children.

Other common definitions, acronyms, and terms are available in the Glossary located on the Town's Policies webpage.

## 5. INTERPRETATIONS

Any reference in this policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a by-law or Town policy shall be deemed to be a reference to the most recent passed policy or by-law and any replacements thereto.

## 6. GENERAL CONDITIONS

### 6.1. **Recognition Framework**

6.1.1. Recognition is an essential component of employee engagement. Recognition practices and activities are known to have the following positive organizational influences:

- 6.1.1.1. Contributes to a positive work environment and enhance workplace culture;
- 6.1.1.2. Increases morale and loyalty to the organization;
- 6.1.1.3. Encourages creativity and initiative;
- 6.1.1.4. Fosters professional growth and development;
- 6.1.1.5. Improves programs and services; and
- 6.1.1.6. Reinforces exceptional customer service standards.

### 6.2. **Long Service Awards**

- 6.2.1. Long Service Awards will be given to eligible recipients, including a monetary award and/or a plaque, based on the eligible continuous years of service with the Town as outlined in the tables below.
- 6.2.2. Long Service plaques will be presented to recipients on behalf of Council by the Mayor, or designate, at the Annual Appreciation Banquet.
- 6.2.3. If an eligible recipient is not present at the Annual Appreciation Banquet, the plaque will be conveyed to the recipient by the CAO, or designate.
- 6.2.4. The monetary award will be provided to recipients through payroll on the last pay in the year of eligibility and reported as a taxable employment benefit in accordance with Canada Revenue Agency requirements.

#### **Full-Time Employees:**

10 years of service	Engraved plaque with a bar stating 10 years of service
15 years of service	\$100 plus a bar for their plaque stating 15 years of service
20 years of service	\$150 plus a bar for their plaque stating 20 years of service
25 years of service	\$300 plus a bar for their plaque stating 15 years of service
30 years of service	\$500 plus a bar for their plaque stating 30 years of service
35 years of service	\$700 plus a bar for their plaque stating 35 years of service
Council Members who serve more than one Term of Council	A plaque recognizing their service

## **Part Time Employees:**

10 years of service	Engraved plaque with a bar stating 10 years of service
15 years of service	\$50 plus a bar for their plaque stating 15 years of service
20 years of service	\$75 plus a bar for their plaque stating 20 years of service
25 years of service	\$150 plus a bar for their plaque stating 15 years of service
30 years of service	\$250 plus a bar for their plaque stating 30 years of service
35 years of service	\$350 plus a bar for their plaque stating 35 years of service

### **6.3. Retirement Recognition**

- 6.3.1. Employees who have completed at least ten (10) years of continuous service with the Town and retire on an OMERS pension will receive Retirement Recognition, including a monetary award and a plaque.
- 6.3.2. A retirement plaque will be presented to the Retiree on behalf of Council by the Mayor, or designate, at the Annual Appreciation Banquet.
- 6.3.3. The Retiree may invite immediate family members to the event and the Town will cover the cost of meals for the Retiree and their family members.
- 6.3.4. If a Retiree is not present at the Annual Appreciation Banquet, the plaque will be conveyed to the recipient by the CAO, or designate.
- 6.3.5. The Retiree will receive a monetary gift of \$300 for full-time employees or \$150 for part-time employees, which will be provided through payroll on the Retiree's last pay in the year of retirement, and reported as a taxable employment benefit in accordance with Canada Revenue Agency requirements.

### **6.4. Gifts as Expressions of Care**

- 6.4.1. Expressions of care will be provided eligible recipients upon notification to the Town (Human Resources) of a birth/adoption, hospitalization/at-home recovery or bereavement. Gifts as expressions of care will be conveyed by the CAO, or designate, as follows:
- 6.4.2. Birth/Adoptions:
  - 6.4.2.1. A floral tribute, gift basket or charitable donation in the amount of \$75.00 (including tax and delivery) will be conveyed on behalf of the Mayor, Council, and Administration to eligible recipient, or in the case of the donation, on behalf of the eligible recipient, to celebrate the birth or adoption of a child.
- 6.4.3. Hospitalization/At-Home Recovery:
  - 6.4.3.1. A floral tribute or gift basket in the amount of \$75.00 (including tax and delivery) will be conveyed on behalf of the Mayor, Council, and Administration to eligible recipients when hospitalized for at least five business days or recuperating at home for a period more than two weeks due to a major illness or injury.

6.4.4. Bereavement:

- 6.4.4.1. A floral tribute, gift basket or charitable donation in the amount of \$75.00 (including tax and delivery) will be conveyed on behalf of the Mayor, Council, and Administration to eligible recipients upon the death of a spouse or common-law spouse, child, step-child, mother, or father.

## 7. **RESPONSIBILITIES**

- 7.1. **Council** has the authority and responsibility to:
- 7.1.1. Acknowledge contributions of eligible employees and members of Council in accordance with this policy.
  - 7.1.2. Approve budgetary funding to support application of this policy.
- 7.2. The **Chief Administrative Officer** has the authority and responsibility to:
- 7.2.1. Foster an environment that acknowledges and appreciates Employees and members of Council, both informally and formally, in accordance with this policy.
  - 7.2.2. Ensure implementation of this policy and related procedures to provide appropriate recognition to eligible recipients.
- 7.3. The **Manager of Human Resources** has the authority and responsibility to:
- 7.3.1. Ensure the efficient and effective delivery of the policy.
  - 7.3.2. Working collaboratively with management to plan and facilitate recognition in accordance with this policy.
- 7.4. **Directors, Managers and Supervisors** have the authority and responsibility to:
- 7.4.1. Promote and support informal employee recognition efforts.
  - 7.4.2. Review this policy with their staff.
- 7.5. **Employees** have the responsibility to:
- 7.5.1. Inform Human Resources when life events relative to this policy occur.

## 8. **LEGISLATIVE REFERENCES**

- 8.1. Ontario Municipal Employees Retirement System Act, 2006
- 8.2. CRA Employers' Guide – Taxable Benefits and Allowances