

| <b>POLICY 25-17</b>       |               | <b>ANNUAL RECOGNITION &amp; SERVICE AWARDS</b> |                    |
|---------------------------|---------------|--|--------------------|
| <b>DATE OF ADOPTION:</b>  | June 16, 2022 | <b>MOTION NUMBER:</b>                          | 22/06/54           |
| <b>DATE OF AMENDMENT:</b> |               | <b>DEPARTMENT:</b>                             | Corporate Services |

## PURPOSE

To establish the guidelines for recognizing and rewarding an Employees long-term service commitment to the Town of Vermilion.

## DEFINITIONS

**Administration** is the administrative Employees of the Town of Vermilion.

**CAO** is the Chief Administrative Officer for the Town of Vermilion.

**Director** is a person employed by the Town of Vermilion who is in charge of an activity, department or organization, as delegated by the CAO.

**Employee** is an employee of the Town of Vermilion.

**Gift** is a good, service and/or cash provided to an Employee in accordance with this policy.

**Manager** is a person employed by the Town of Vermilion who is in charge of an activity, department or organization, as delegated by the CAO.

**Supervisor** is the person who directly oversees an Employee.

**Town** is the Town of Vermilion in the Province of Alberta.

**Town Business** is professional services rendered for or on behalf of the Town of Vermilion.

## SCOPE

This policy applies to all Employees of the Town of Vermilion.

| <b>TASK</b>  | <b>TITLE OR DEPARTMENT OF PERSON RESPONSIBLE</b> |
|--|--|
| <b>APPROVAL OF POLICY &amp; AMENDMENTS</b>           | Council  |
| <b>HANDLING INQUIRIES &amp; COMMUNICATING POLICY</b> | Director of Corporate Services                   |
| <b>MONITORING REVIEWS &amp; IMPLEMENTATION</b>       | Chief Administrative Officer                     |

## GUIDING PRINCIPLES

- The program year is January 1 to December 31 of each calendar year.
- Employees will be recognized to their last completed year of service.
- Service awards shall be distributed at the Town's annual Christmas party in accordance with the amounts established under this policy.
- The Town of Vermilion will cover the costs of providing the facility and supper for each Employee and a guest at the annual Christmas party. In addition, Council will also provide a gift card with a \$50 value to each Employee as a 'bonus' for the year.
- At the discretion of the CAO, Employees who have resigned from their employment will be rewarded with \$25 per year of service (if the Employee has served for over five years) in recognition of their contributions to the Town.
- At the discretion of the CAO, Employees who have resigned from their employment will be rewarded with a \$75 gift (if the Employee has served for less than five years) in recognition of their contributions to the Town.
- The cost of the service award will be allocated to the general government's GL account number 2-19-514-01.

## ELIGIBILITY

- Employee's who have dedicated themselves to serving the Town of Vermilion in accordance with the table below are entitled to receive a gift from their Supervisor which shall be presented at the annual Christmas Party.
- The following amounts will be awarded to each employee who has accumulated the specified number of qualifying years:

| ○ Number of qualifying years | Award Amount            |
|------------------------------|-------------------------|
| Five Years                   | \$ 100                  |
| Ten Years                    | \$ 200                  |
| Fifteen Years                | \$ 300                  |
| Twenty Years                 | \$ 500                  |
| Twenty-Five Years            | \$ 625                  |
| Thirty Years                 | \$ 900                  |
| Thirty-Five Years            | \$ 1200                 |
| Forty Years                  | \$ 1500                 |
| Forty +                      | At Council's discretion |

## ROLES & RESPONSIBILITIES

- Supervisors are responsible for assisting the Director of Corporate Services and/or the CAO in the procurement of gifts for their staff that meet the long service award criteria.