



RM of Loon Lake #561

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| Policy Type:   | Human Resources                         |
| Policy Title:  | Employee Recognition and Service Awards |
| Policy Number: | 900-10                                  |

|                             |               |
|-----------------------------|---------------|
| Authority:                  |               |
| <i>Council Resolution #</i> | <i>314/20</i> |
|                             |               |

### **Years of Service Awards**

In recognition of their dedicated and loyal service, employees shall be given the following service awards:

- 5 years - Certificate acknowledging 5 years of service and \$100.00 visa gift certificate
- 10 years - Certificate acknowledging 10 years of service and \$200.00 visa gift certificate
- 15 years - Certificate acknowledging 15 years of service and \$300.00 visa gift certificate
- 20 years - Certificate acknowledging 20 years of service and \$400.00 visa gift certificate
- 25 years - Certificate acknowledging 25 years of service and \$5000.00 visa gift certificate

### **Employee Retirement**

Upon the retirement of an Employee with 5 or more years of service, the retiring Employee shall be recognized for their contributions at a coffee and cake get together with all available Employees and members of Council on their last day of work (or alternate day\*) and presented with a suitably engraved gift (picture/plaque, statue, clock, knife, etc.) at that time. Value not to exceed \$25.00 for every year employed with the RM of Loon Lake No. 561.

Alternate day maybe a council meeting or annual Christmas party.

### **Employee Team Building Budget**

The administrator shall be given a budget of \$500.00 per year to pay for team building events such as “spring and fall barbeque”. It is expected that a meeting will be held at this time with all employees to discuss current human resource issues, safety concerns, training opportunities, municipal policies, etc.

### **Effective Date/Repeal**

This policy will come into effect on January 1, 2021 unless otherwise specified and shall be implemented as outlined in this policy. This policy repeals and replaces all resolutions and any policies pertaining to Recognition and Service Awards that have been consolidated into this policy and replaces all past practices. This policy may only be amended or repealed by resolution of Council.