

# TOWN OF TWO HILLS



Policy Number: 2008-09

Date of Issue: April 14, 2008

Policy Subject: **EMPLOYEE LONG SERVICE AWARDS**

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## **POLICY STATEMENT:**

The purpose of this policy is to provide a guideline to be followed for the presentation of awards to all Town employees.

## **PROCEDURES:**

Service Awards will be presented for every five (5) years of employment. Experience outside the Town of Two Hills does not apply.

Types of service qualifying for awards will include the following or combination thereof:

- a) Full time employees.
- b) Part time employees, with continuing employee status. There would be no differentiation between part time and full time employment for the purpose of a service pin.

Contract type persons who do not have employee status will not be considered for service pins.

An employee will qualify for a service award during the ceremonies for a particular year (usually at annual Christmas function) if his or her five year increment service occurred on or prior to June 30<sup>th</sup> of that year. Leaves of absence will not be calculated into the years of service.

The following awards will be given

- a) A 5 year pin for 5 years of service
- b) A 10 year pin for 10 years or service.
- c) A 15 year pin for 15 years or service.
- d) A 20 year pin for 20 years or service.
- e) A 25 year pin for 25 years or service.
- f) A 30, 35 or 40 year pin for 30, 35, or 40 years or service.
- g) That each category a) to (f) be provided with a memento value being \$10.00 per service.

This policy will come into effect upon passing by Council and is not retroactive.

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MAYOR

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ACTING CHIEF ADMINISTRATIVE OFFICER

