

HALDIMAND COUNTY

POLICY No. 2004-04

Subject: **EMPLOYEE SERVICE RECOGNITION**

Purpose:

The Employee Service Recognition Policy is intended to recognize long term service of Haldimand County employees.

Scope:

All active, permanent full-time and permanent part-time Haldimand County employees dedicated to the delivery of municipal services in Haldimand County are covered by this Policy. This policy excludes Volunteer Firefighters, Library Staff and volunteers who are covered by unique policy or practice of their respective Divisions.

Policy:

Haldimand County recognizes that its human resources are its most important asset and resource. Continuous active service demonstrates commitment to the County and deserves recognition.

“Continuous active” service is defined as unbroken service by all active, permanent full-time and permanent part-time employees of Haldimand County or one of its predecessor municipalities (former Region of Haldimand-Norfolk, former City of Nanticoke, former Town of Haldimand and former Town of Dunnville).

The service recognition program is separate and distinct from the compensation systems that are in place at the County.

Funding for this program is included in the Human Resources Division's annual operating budget in an amount approved by Haldimand County Council each year.

Procedure:

Continuous active service will be recognized at the completion of 5, 10, 15, 20, 25, 30, 35 and 40 years of service.

The Human Resources Division will generate a list of employees who are eligible for service recognition in May of each year. Haldimand County will hold an annual recognition event for affected staff to honour the attainment of these milestones.

Eligible employees will be provided with a catalogue of gifts from the County's selected supplier from which each employee will make a choice based on the following:

<u>Years of Service</u>	<u>Maximum Value (Including Taxes)</u>
5 years	\$ 25.00
10 years	\$ 50.00
15 years	\$ 75.00
20 years	\$100.00
25 years	\$125.00
30 years	\$150.00
35 years	\$175.00
40 years	\$200.00

Reference:

Retirement Recognition Policy No. 2001-21

Attachments:

None

Topical Index	Administration
Policy Number	2004-04
Short Title	Employee Service Recognition Policy
SMT Approval Date	December 11, 2003
Council in Committee	August 30, 2004 Recommendation # 18
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