



Policy No. 7.16
File No. 2510-00
Adopted: January 13, 2014

Employee Service Awards Policy, 2014

Policy Statement:

It is the District of Sooke policy to recognize extended periods of service to the municipality by its employees and to recognize employee's service on retirement or resignation.

1.0 Employee Service Awards:

- 1.1 In recognition of the service of regular employees, the District of Sooke will annually make long service awards as set out below. Awards for service will be accompanied by an appropriate unframed certificate.

<u>Years of Service</u>	<u>Award</u>
5 years	Framed Certificate
Every 5 years over 5	Presentation Pin or similar item
25 years	Gift to a value of \$150
Every 5 years over 25	An engraved plaque

- 1.2 Years of service need not be continuous.
- 1.3 Entitlement dates for all awards will be determined by the Director of Finance (Human Resources) and all arrangements for obtaining and presenting of the awards will be made by the Corporate Officer.
- 1.4 Employee Service Awards are retroactive for all current employees as of the date of this Policy.
- 1.5 Long service awards will normally be presented to employees in December of each year, but may be presented at other times under special circumstances. Awards presented in December shall be based on the length of service of the employee at the end of the current calendar year.
- 1.6 All awards will be presented by the Mayor at a Regular Council meeting.

2.0 Employee Retirement or Resignation:

- 2.1 On the retirement or resignation of a regular employee, the District will present the employee with a gift with a minimum value of \$50 or a value calculated on the basis of \$10 for each full year of service, whichever is greater. The presentation shall be made by the Mayor or another member of Council.
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