

EMPLOYEE RECOGNITION

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Supersedes N/A	Effective Date April 28 th , 2015	Legal Authority
Amendments:	Amendment Date April 28 th , 2015	Resolution Number 285/15

TITLE: EMPLOYEE RECOGNITION**Policy Statement:**

The Town of High Prairie will recognize the significant contributions made by employees by implementing a policy to acknowledge long term service and retirement.

DEFINITIONS: For the purpose of this policy, the following definitions shall apply:

Continuous Service: Continuous service shall mean continuous full time or part time employment with the Town of High Prairie. Years of continuous service shall be calculated from the commencement date of full or part time employment.

Full Time Employee: A person employed by the Town of High Prairie who works five days per week and is scheduled to work 35 to 40 hours per week.

Part Time Employee: A person employed by the Town of High Prairie who works less than five days per week and less than 35 hours per week.

Retirement: Retirement shall mean the cease of full time or part time employment with the Town of High Prairie.

LONG TERM SERVICE RECOGNITION:**FULL TIME EMPLOYEES**

Employee long term service will be recognized by presentations made to full time employees in accordance to the following schedule. The employee may choose a gift of their choice, that will display the Town Logo on it, worth the value amount set for the number of years of service that they have provided.

EMPLOYEE RECOGNITION

- a) For Five (5) years of continuous service – A gift valued at \$100.00
- b) For Ten (10) years of continuous service – A gift valued at \$250.00
- c) For Fifteen (15) years of continuous service – A gift valued at \$400.00
- d) For Twenty (20) years of continuous service – A gift valued at \$500.00
- e) For Twenty five (25) years of continuous service - A gift valued at \$700.00
- f) For Thirty (30) years of continuous service – A gift valued at \$850.00

PART TIME EMPLOYEES:

The Council reserves the right to consider long term service recognition for part time employees.

PAST EMPLOYEES:

The Council reserves the right to consider long term service recognition for individuals who are no longer employed by the Town of High Prairie (past employees).

RETIREMENT: Employee retirement will be recognized by presentations in accordance to the following schedule:

FULL TIME EMPLOYEES:

- a) Upon retirement with one (1) to fourteen (14) years of continuous service - a commemorative plaque and floral bouquet or gift basket (\$100.00 value)
- b) Upon retirement with fifteen (15) years or more of continuous employment – a gift valued at approximately twenty dollars (\$20.00) per year of continuous employment.

PART TIME EMPLOYEES:

The Council reserves the right to consider retirement recognition for part time employees.