

THE MUNICIPALITY OF LOUISE

POLICY & PROCEDURES

Reference Personnel	Classification Policy
Subject Employee Recognition	Pages 1
Authority Council	Effective Date 14 December 2016
Approved Resolution 2016-12-07 Reviewed 13 March 2019	Index HR

PURPOSE

The purpose of this policy is to establish criteria to recognize and honour employees of the Municipality of Louise (including years served with the former Rural Municipality of Louise, Village of Crystal City and Town of Pilot Mound) for **Years of Services Awards** and **Retirement Awards**.

POLICY STATEMENT

It is the policy of the Municipality of Louise to appreciate employees with long term service to the municipality (including years served with the former Rural Municipality of Louise, Village of Crystal City and Town of Pilot Mound) upon retirement and publically recognize (notice in the local newspaper) milestone anniversaries as five year, ten year, fifteen year, twenty year, twenty-five year, thirty years and each five year increment beyond.

CRITERIA

1. The **Years of Service Awards** shall be as follows:
 - Five (5), ten (10), fifteen (15), twenty (20), twenty-five (25), thirty (30), thirty-five (35), forty (40) year service anniversary, and beyond
 - A certificate recognizing years of service
 - Each milestone of five (5) years shall receive a value of payment in increments of \$50.00 accordingly, ie. 30 – 6 x \$50 = \$300
2. The **Retirement Awards** shall be as follows:
 - After ten (10) continuous years of regular service with the Municipality of Louise an employee shall be entitled to a \$200.00 value of payment
 - After fifteen (15) continuous years of regular service with the Municipality of Louise an employee shall be entitled to a \$300.00 value of payment
 - After twenty (20) continuous years of regular service with the Municipality of Louise an employee shall be entitled to a \$400.00 value of payment
 - After twenty five (25) continuous years of regular service with the Municipality of Louise an employee shall be entitled to a \$500.00 value of payment
 - After thirty (30) continuous years of regular service with the Municipality of Louise an employee shall be entitled to a \$600.00 value of payment
 - After thirty five (35) continuous years of regular service with the Municipality of Louise an employee shall be entitled to a \$700.00 value of payment
 - After forty (40) continuous years of regular service with the Municipality of Louise an employee shall be entitled to a \$800.00 value of payment