



POLICY No. 2004-04 Employee Service Recognition Policy

Originating Department CS-HR-10-2004

SMT Approval: 2003-12-11

Council in Committee: 2004-08-30

Recommendation #: 18

Council Approval: 2004-09-07

Resolution #: 273-04

Revision History: [Click here for revision history](#)

1. PURPOSE

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

2. 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 may be covered by unique policy or practice of their respective Divisions.

3. 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 fulltime 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 Corporate annual operating budget in an amount approved by Haldimand County Council each year.

4. 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	\$ 50.00
10 years	\$ 100.00
15 years	\$ 150.00
20 years	\$ 200.00
25 years	\$ 250.00
30 years	\$ 300.00
35 years	\$ 350.00
40 years	\$ 400.00

5. REFERENCE

Retirement Recognition Policy No. 2001-21

6. ATTACHMENTS

None.

REVISION HISTORY					
REPORT	CIC		COUNCIL		DETAILS
CS-HR-04-2006	30-Jan-06	Rec# 38	6-Feb-06	Res# 19-06	
HRD-06-2019	7-May-19	Rec# 15	13-May-19	Res# 92-19	Amended to reflect updated maximum values per eligible year of service Delegated future responsibility for revisions to SMT
	Date	Rec#	Date	Res#	
	Date	Rec#	Date	Res#	
	Date	Rec#	Date	Res#	