

# Town of High Level Policy 258-18

---

<b>Title:</b>	<b>EMPLOYEE LONG SERVICE AWARD</b>
Authority:	Council
Council Motion:	Resolution# 486-18
Date Approved:	November 26, 2018
Rescinds:	New
Amended:	N/A

---

## **1. Intent of Policy**

- a. This policy is to recognize employees who have shown dedication through their long service to the Town of High Level (the “Town”).

## **2. Scope of Policy**

- a. This policy applies to all regular permanent Town employees (minimum 0.5 FTE).

## **3. Policy Statement**

- a. The Town shall recognize employees for long service in five (5) year increments. The completion of any five year term will be on the anniversary date from commencement of employment.
- b. The service must be continuous employment without breaks in service.
- c. The long service award will consist of an Engraved Plaque and a Gift in accordance with Appendix A.
- d. The long service award may be considered a taxable benefit in accordance with Canada Revenue Agency.
- e. Presentation of the long service award shall occur at the first Council meeting following the Employee’s anniversary date.
- f. Employee long service awards shall be included in the Town’s annual budget.

## **4. Policy Authority and Review**

- a. Any changes that are made to this policy are to be approved by Council.

## Appendix A

### **Years of service —5 years**

- Years of Service Plaque (approximate value of \$125 excluding shipping) and;
- Gift not to exceed \$500

### **Years of service — 10 years**

- Years of Service Plaque (approximate value of \$125 excluding shipping) and;
- Gift not to exceed \$625

### **Years of service — 15 years**

- Years of Service Plaque (approximate value of \$125 excluding shipping) and;
- Gift not to exceed \$750

### **Years of service —20 years**

- Years of Service Plaque (approximate value of \$125 excluding shipping) and;
- Gift not to exceed \$1,000

### **Years of service —25 years**

- Years of Service Plaque (approximate value of \$125 excluding shipping) and;
- Gift not to exceed \$1,250

### **Years of service —30 years**

- Years of Service Plaque (approximate value of \$125 excluding shipping) and;
- Gift not to exceed \$1,500

### **Years of service —35 years and above**

- Years of Service Plaque (approximate value of \$125 excluding shipping) and;
- Gift not to exceed \$1,750

### **Years of service —40 years and above**

- Years of Service Plaque (approximate value of \$125 excluding shipping) and;
- Gift not to exceed \$2,000

Employees have the choice of the following Gifts:

- Cash Award or;
- Selected Gift from Company Gift Catalogue