



# POLICY

TITLE: Employee Recognition Policy  
NUMBER: HUM-001  
CATEGORY: Human Resources  
DATE: Jan 9, 2019  
REFERENCES: By-Law 2019-06

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## 1.0 PURPOSE

To establish a process to recognize the valuable contribution of employees to the Municipality of Centre Hastings at designated service intervals.

## 2.0 ELIGIBILITY

- 2.1 All full-time and regular part-time employees will be eligible for service recognition awards based on the employee's service time with the Municipality of Centre Hastings and its predecessor municipalities.
- 2.2 Employment must be continuous for both full-time and part-time employees. Continuous employment will not include interruptions due to leaves of absence for pregnancy/parental leave, education leave, sick leave, short or long-term disability or other breaks in continuous employment authorized by Council.
- 2.3 Employees who resign or are terminated are not eligible.
- 2.4 The employee must have served the award period before the recognition award is presented (e.g. 25 years of service in the current year will be awarded in the following year).

The Municipality of Centre Hastings will formally recognize employees both part-time and full-time including volunteer firefighters achieving (5) five, (10) ten, (15) fifteen, (20) twenty (25) twenty-five, (30) thirty (35) thirty five and (40) forty years of continuous service, as of December 31st of any given year.

## 3.0 AWARDS

- For employees achieving 5, 10, 15, and 20 years of continuous service with the municipality or a predecessor employer (Village of Madoc or Huntingdon Township), the employee is invited to a Council meeting and presented with a framed certificate to recognize their years of dedicated service.
- For employees achieving 25 years of service with the municipality or a predecessor employer, the employee will be presented an engraved gold watch, in recognition of their years of dedicated service.
- For employees achieving 30 years of service with the municipality or predecessor employer, the employee will be presented with a suitable gift (to a value of \$400), in recognition of their years of dedicated service.
- For employees achieving 35 years of service with the municipality or predecessor employer, the employee will be presented with a suitable gift (to a value of \$500), in recognition of their years of dedicated service.
- For employees achieving 40 years of service with the municipality or predecessor employer, the employee will be presented with a suitable gift (to a value of \$600), in recognition of their years of dedicated service.