

TOWN OF STRATFORD - COUNCIL POLICY

Name:	Employee Service Awards Policy	Policy Number:	2001-HR-02
Committee:	Human Resources	Approval Date:	December 12, 2001

1. Introduction

The Town of Stratford recognizes the value of long serving employees to the organization and wishes to acknowledge the contribution of long serving employees in a consistent manner.

2. Eligibility

Employees who are continuously employed by the Town on a full time or part time basis for at least 26 weeks per year and at least 20 hours per week are eligible for service awards. Leaves such as parental leave or disability leave approved in accordance with the Personnel Policy will not discount an employees length of service for the purpose of this policy.

3. Service Awards

Employees shall be granted awards for service as follows:

- a. 5 years continuous service - \$50 gift certificate.
- b. 10 years continuous service - framed certificate and framed photograph of the Town.
- c. 15 years continuous service - \$150 gift certificate.
- d. 20 years continuous service - framed certificate and gift with a maximum value of \$200.
- e. 25 years service - 25 year pin and \$250 gift certificate.
- f. 30 years service - framed certificate and gift with a maximum value of \$300.
- g. Every five years over 30 years service - gift certificate with a value of \$10 per year of service.
- h. Resignation (must serve a minimum of 10 years) - gift certificate with a maximum value of \$10 per year of service to a maximum value of \$200.
- i. Retirement - framed certificate plus gift with a value of \$20 per year of service to a maximum value of \$500.

4. Presentation

Awards will be presented by the Mayor at the annual Town Christmas Banquet and service awards will be recognized in the Town's Annual Report.