



Title: Employee/Council Recognition	Date Approved: December 13, 2022
Policy #: HR 1-2022	Council Resolution #: 250-22
Department: Human Resources	Revision:
Rescinds:	

Preamble:

The Town of Carberry has identified the need to implement a policy to outline the incremental years of service recognition for members of council and dedicated staff members. To promote consistency within this program, council has adopted the policy as outlined.

Purpose

The Town of Carberry values the contributions, knowledge, and experience of long-term employees. In appreciation of this dedicated service, the Town of Carberry recognizes employees and councillors as they reach milestone anniversaries of employment and retirement.

Eligibility

Full-time, active employees and members of council become eligible for a service award in the year in which they complete 5, 10, 15, 20, 25, 30, 35 and 40 years of service. Retirement recognition awards are given upon retirement after completion of 15 years of employment without a break in service.

Council members are eligible for recognition following the completion of their final term in office.

Service Award Procedures

Council and the ACAO will coordinate to ensure that the employee's years of service are recognized in the year that they surpass the corresponding anniversary. The presentation will be made at the staff party during the holiday season each year. In the absence of a staff party, awards will be presented by council near the end of the calendar year.

All employees celebrating milestone anniversaries will receive a letter of appreciation from Council and Senior Management.

Employees celebrating the following milestones for continuous years of service will receive gifts up to the equivalent value below:



- 5 years of service: up to \$100.00
- 10 years of service: up to \$200.00
- 15 years of service: up to \$300.00
- 20 years of service: up to \$400.00
- 25 years of service: up to \$500.00
- 30 years of service: up to \$600.00
- 35 years of service: up to \$700.00
- 40 years of service: up to \$800.00

Retirement gift thresholds shall be the same as years of service awards and will be awarded following the minimum of 15 years of continuous service. Should the employee retire between the incremental years, the gift threshold shall be for \$20.00 per year for each year of continuous service. Ex. 23 years of continuous service shall be awarded a maximum value of \$460.00.

Council may use their discretion on the amount of the gift, but at no time is it to exceed the amounts outlined above.

Adopted by Resolution of Council #250-22 at Carberry, Manitoba, this 13th day of December, 2023.