



Policy No.

HR-7

CORPORATION OF THE TOWN OF RAINY RIVER

Human Resources Department

Recognition of Service Policy

Policy Statement and Rationale

The Town of Rainy River acknowledges the importance of staff appreciation awards in helping to create positive staff morale and a healthy workplace culture.

Policy

Service awards and retirement gifts are presented by the Town of Rainy River to both staff and Council members to recognize years of continuous service and acknowledge their significant contribution to the quality of municipal services in our community. Recognition events will be scheduled in February or March of each year.

Service Awards – Staff:

1. Council is annually informed of approaching anniversary dates, at least three months in advance, by the Chief Administrative Officer.
2. Service awards are given to employees commencing at 10 years of service, as follows:

Ten (10) years	Town of Rainy River “10” year certificate.
Twenty (20) years	Town of Rainy River “20” year etched mug.
Twenty-five (25) years	Town of Rainy River watch with inscription, presented at a luncheon arranged in the employee’s honour.

Resignations – Staff:

1. Employees who resign from the Town of Rainy River receive a certificate of appreciation from the Town of Rainy River. Employees who have worked five or more years at the Town of Rainy River also receive a memento.
2. Supervisors notify the Chief Administrative Officer of upcoming resignations as soon as possible.
3. The Chief Administrative Officer maintains an adequate supply of mementos.
4. The Chief Administrative Officer prepares the certificate of appreciation and forwards it to the appropriate supervisor along with a memento, if applicable.

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5. The Chief Administrative Officer makes arrangements for a Town Council member to present the certificate of appreciation and memento, if applicable, to the employee.

Retirement Gifts – Staff:

1. Supervisors notify the Chief Administrative Officer of upcoming retirements as soon as possible.
2. The Chief Administrative Officer notifies the Town Council.
3. The Town Council, or designate, purchases the retirement gift based on the following:

Up to 5 years of service	Certificate of Appreciation
5 years or more of service	Gift valued at \$25.00 and Certificate of Appreciation
10 years or more of service	Gift valued at \$50.00 and Certificate of Appreciation
15 years or more of service	Gift valued at \$75.00 and Certificate of Appreciation
20 years or more of service	Gift valued at \$100.00 and Certificate of Appreciation
25 years or more of service	Gift valued at \$125.00 and Certificate of Appreciation
30 years or more of service	Gift valued at \$150.00 and Certificate of Appreciation
35 years or more of service	Gift valued at \$175.00 and Certificate of Appreciation

Town Council:

1. Effective December 1, 2010, and upon leaving, Council members will be given a gift valued at \$25.00 for each consecutive term served as a member of the Town Council and a Certificate of Appreciation.
2. The gift is presented by the Mayor or designate.

ADOPTION & REVIEW GUIDELINES

Approved by Motion #09-243 on December 14, 2009
Reviewed/Revised by Res. # _____

Approximate date of next review _____, 20____

REFERENCES:	POLICY AREA	POLICY NUMBER
	Human Resources	Section HR-7
	_____	_____