



Policy #19 – Long Service Awards

Approval Date: June 13, 2012

Policy Statement

The Village of Delia values the dedication and service of its employees and volunteers. Long Service Awards are intended to reward and recognize employees, volunteer fire department members, and councilors for long term service to the Village. This policy establishes a system to recognize the contributions made by long serving employees and volunteers.

Purpose

This policy outlines the procedures related to the recognition of long-term service.

Application

1. In this policy continuous service means uninterrupted employment or volunteerism with the Village of Delia.
2. Service is defined as the length of employment or volunteerism with the Village, calculated from the initial date of appointment (initial hire date).
3. In the event of a break in service, a new initial hire date shall be established on the date of re-employment, and previous service shall not be counted.
4. Approved leaves shall be considered as service (i.e. maternity leave), with the exception of full personal leaves of absence without pay of one year or more.
5. Gifts will be presented to each employee to commemorate the benchmark and will be of increasing value for longer service, and will bear the Village logo and the amount of service being recognized.
6. Length of service for the purpose of this policy is not intended to provide any additional benefit or entitlement.
7. This program is not retroactive and recognition is for any current serving employees or volunteers as at June 1, 2012 (i.e. Volunteer Firefighter has 16 years of service currently and will receive his long service recognition when he has 20 years of service).
8. Long Service Awards schedule shall be as follows:

○ 5 years of service	\$50 gift
○ 10 years of service	\$100 gift
○ 15 years of service	\$150 gift
○ 20 years of service	\$200 gift
○ 25 years of service	\$250 gift
○ 30 years of service	\$300 gift
○ 35 years of service	\$350 gift