



Town of Conception Bay South Policy Manual

Title: Service Awards Policy
Policy Number: 060

Resolution Number: 12-153
Date Approved: April 3, 2012

PURPOSE:

To ensure that our staff members are recognized for their achievements and loyal service to the Town of Conception Bay South. The Town recognizes and values the efforts and accomplishments of our staff members, and the contributions they make towards the success of our municipality.

AUTHORITY:

- Council Discretion

PROCEDURE:

Recognition will be provided for a staff member that has provided the Town of Conception Bay South with dedicated service, and has been with the organization for a period of 10, 15, 20, 25, 30, 35 etc. years. (known as milestones).

Eligibility

Continued years of service will be counted from the employee’s first day of employment with the organization. All full-time staff of the Town of Conception Bay South will be eligible for participation and acknowledgment in the Service Awards Program.

Awards

1. Following adoption of this policy, employees will be awarded with the Service Award for the milestone they have reached during the current calendar year.
2. Employees who have reached milestones with the Town will have their name displayed on a Service Award plaque to be located at the Town Hall.
3. The Town of Conception Bay South will provide a gift or gift card (to be purchased locally) to the employee as follows:

10 years	\$100	15 years	\$150	20 years	\$200
25 years	\$300	30 years	\$400	35 years	\$500

4. Service Awards will be awarded to the employees annually at a Town sponsored event. Should an employee not be in attendance at the event, the award will be distributed by the appropriate Supervisor.

REVISION HISTORY:

Revision:	Author:	Change Made:	Date: