



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Recognition of Long Term Service and Retirement

NO. PER - 02

POLICY:

1. LONG TERM SERVICE RECOGNITION

On an annual basis, a Long Term Service Employee Recognition event will be held each December where employees, and retired employees from that year, with 10+ years of service will be recognized. Refreshments will be served and a photographer will be on hand.

This event will be coordinated by the Human Resources Department and the following pins will be presented by the Mayor, the Chief Administrative Officer, the Department Head, and the Union President (where applicable):

- (1) 10 years - pin to recognize length of service and one extra day of holiday to be used in the tenth year
- (2) 15 years - pin to recognize length of service and two extra days of holiday to be used in fifteenth year
- (3) 20 years - pin to recognize length of service and three extra days of holiday to be used in twentieth year
- (4) 25 years - pin to recognize length of service and four extra days of holiday to be used in the twenty-fifth year. In addition, the employee may choose a gift from a selection provided of a gold watch or clock, or the employee may choose an item or items up to a value of \$500 from the Songhees Centre Gift Gallery. When possible, the gift chosen will be suitably engraved.
- (5) 30 years - pin to recognize length of service and five extra days of holiday to be used in thirtieth year
- (6) 35 years - pin to recognize length of service and six extra days of holiday to be used in thirty-fifth year
- (7) 40 years - pin to recognize length of service and seven extra days of holiday to be used in the fortieth year

EFFECTIVE DATE:
April 13, 2015

APPROVED BY:
Council

REFERENCE:
ADM-15-010

AMENDS NO.
January 1, 1997

PAGE 1 OF 2

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| <p>2. RETIREMENT</p> <p>(1) Department: A suitable gift (valued at a maximum of \$150) to be presented to employees retiring with twenty-five years or more of municipal service.</p> <p>3. GENERAL NOTE</p> <p>(1) Length of Service is defined as the time of continuous fulltime employment with the Township of Esquimalt.</p> | |

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