


POLICY MANUAL

	SECTION	POLICY NO.	PAGE
	PERSONNEL	130-14	1 of 2
	POLICY TITLE	DATE	MOTION NO.
	Employee Service Recognition Policy	October 24, 2000	

PURPOSE:

To establish a process to recognize Starland County employees, based on their years of service to the municipality.

1.0 Eligibility:

All Starland County employees will be eligible for service recognition awards based on the employees service with the municipality, and subject to the following conditions:

- i) Eligibility will be limited to regular full time employees (salaried and full time hourly) and seasonal employees.
- ii) In order to be eligible for the service recognition awards, employment must be continuous. The continuous nature of employment will not be interrupted by leave of absence for maternity or adoption leave, education leave, sick leave, or other breaks in continuous employment authorized by Council. For seasonal employees, to be eligible for the long service recognition awards, employment with Starland County must be continuous on a seasonal basis (ie. the employee must return annually for enough consecutive months to qualify for the award – employment months from each consecutive year will be added together to establish years of service).
- iii) The employee must have served the award period before the recognition award is presented.

2.0 Schedule of Awards:

Awards will be sourced through a company approved by Administration; employees will be eligible for the following awards based on employment service:

Length of Service	Award Value
After 5 years of continuous service	\$100.00
After 10 years of continuous service	\$200.00



SECTION	POLICY NO.	PAGE
PERSONNEL	130-14	2 of 2
POLICY TITLE	DATE	MOTION NO.
Employee Service Recognition Policy	October 24, 2000	

After 15 years of continuous service	\$300.00
After 20 years of continuous service	\$400.00
After 25 or more years of continuous service	\$500.00

3.0 Presentation of Awards:

The Employee Recognition Awards will be presented annually at the Starland County Family Picnic. The Chief Administrative Officer will annually review the list of employees that will be eligible for their long service awards during the current fiscal year on or before April 1st and will review the list and proposed budget with Council.

At the Starland County Family Picnic, the employee will be presented with a Certificate acknowledging his / her service with Starland County. The employee will be presented with a list of eligible gifts he / she may choose from in accordance with the above noted schedule. The employee will also be notified of the achievement date, after which, the employee will be able to redeem their service award. The employee recognition award itself cannot be delivered to the employee until after the achievement date.

A record of awards presented will be maintained by the Chief Administrative Officer.

4.0 Review of Recognition Program:

The Municipal Administrator will review the Employee Service Recognition Policy with Council every two years and will ensure that the identified suppliers for the recognition program can adequately supply awards consistent with Section 2 of this policy.

5.0 Service Recognition Plaque:

Commencing in 2000, Starland County will establish a commemorative wall plaque to recognize the service of employees that worked with Starland County for at least 5 years. The plaque will be displayed in the Administration Office, and will display the name, employment start and finish dates for all employees that have served for a minimum of 5 continuous years of employment.

6.0 Effective Date:

This policy was approved by Council this 24th day of October 2000

Policy Amendments:

September 13, 2023 (Motion C23-241) - Removed Funding Section, capped the award value at \$500 and made any approved company able to source awards.