

## Municipal District of Mackenzie No. 23

Title	YEARS OF SERVICE AWARD PROGRAM FOR STAFF	Policy No:	ADM011
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Legislation Reference	Municipal Government Act Sections and 5(b)
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### Purpose

To give recognition for years of service by staff for the dedication and commitment to the municipality.

### Policy Statement and Guidelines

- 1) The Municipal District wishes to acknowledge the contribution made by employees towards the municipality by establishing a "Years of Service Award Program".
- 2) Recipients of the "Years of Service Award Program" shall be presented with a gift for the appropriate year, and shall receive a gift of appreciation in the value identified as follows:
  - a) Full time staff shall receive a gift valued as outlined below subject to the number of continuous years of service:

5 Years	\$100 Value gift
10 Years	\$150 Value gift
15 Years	\$200 Value gift
20 Years	\$250 Value gift
25 Years	\$300 Value gift
30 Years	\$400 Value gift

Should a retirement/resignation occur between the years listed above, the Chief Administrative Officer or designate has the option of giving recognition as deemed appropriate.

- 3) The Years of Service Awards shall be presented to the individuals receiving the awards at the annual Christmas function.
- 4) A record is to be kept of all employees to indicate the number of completed years of service.
- 5) Awards will be issued only after the completion of the years of service.

	Date	Resolution Number
Approved	Dec18/98	98-390
Amended		
Amended		

"J. Maine" (Signed)  
**Chief Administrative Officer**

"B. Bateman" (Signed)  
**Chief Elected Official**