

# EXECUTIVE AND GOVERNANCE POLICY

## 13.0

**Policy Title:** 13.0 Recognition of Employee Services

**Last Approved:** September 2017

### BACKGROUND

The purpose of this policy is to provide guidelines for the Executive to value and honour the dedication and exceptional service of its employees through the Recognition of Employee Service program.

### APPLICATION

This policy applies to the Association.

### POLICY STATEMENT

1. Service Awards are an important part of the Executive's recognition of employees in accordance with the number of years served.
  - 1.1. Five years of service - \$75.00 gift
  - 1.2. Ten years of service - \$150.00 gift
  - 1.3. Fifteen years of service - \$225.00 gift
  - 1.4. Twenty years of service - \$300.00 gift
  - 1.5. Twenty-five years of services - \$375.00 gift
  - 1.6. Thirty years of services - \$450.00 gift
  - 1.7. Thirty-five years of services - \$525.00 gift
2. The Executive Director shall coordinate the Recognition of Employee Services Program.

### REFERENCES

Staff and Human Resources Policy 7 – Compensation, Staff Working Conditions and Benefits