



## SERVICE RECOGNITION PROGRAM POLICY

*Policy Number: C-HR-3*

*Originating Department: Human Resources*

*Approved By: Council*

*Date of Approval: March 30, 1998*

*Approved By: Council*

*Amended: December 14, 2015*

*Approved By: Council*

*Amended: September 11, 2017*

*Approved By: Council*

*Amended: May 10, 2021*

### **1.0 Objective:**

- 1.1 To recognize and reward continuous service of City of Charlottetown employees at significant milestones in their careers, as well as upon their retirement.

### **2.0 Eligibility:**

- 2.1 **Long Service** – An employee becomes eligible for long service recognition after the completion of 5 years of continuous permanent full-time service at the City of Charlottetown.

**Retirement** – An employee becomes eligible for recognition upon eligible retirement (as per the bylaw *The City of Charlottetown Superannuation Plan*) from employment with the City of Charlottetown.

### **3.0 Types of Awards:**

#### **3.1 Long Service Awards:**

**5 years:** Certificate bearing City crest with years of service indicated, plus a gift valued at \$50.00.

**10 years:** Certificate bearing City crest with years of service indicated, plus a gift valued at \$75.00.

**15 years:** Certificate bearing City crest with years of service indicated, plus a gift valued at \$100.00.

**20 years:** Certificate bearing City crest with years of service indicated, plus a gift valued at \$125.00.

**25 years:** Certificate bearing City crest, with years of service indicated, plus a gift valued at \$150.00.

**30 years:** Certificate bearing City crest, with years of service indicated, plus a gift valued at \$175.00.

**35 years:** Certificate bearing City crest with years of service indicated, plus a gift valued at \$200.00.

**40 years:** Certificate bearing the City crest with years of service indicated, plus a gift valued at \$225.00.

**For every 5 years of additional service after 40 years: Certificate bearing the City crest with years of service indicated, plus an appropriate gift. The cost of gift should not exceed \$250.00.**

Gift will be procured using local artisans wherever possible (ceramics/pottery, leather, woodworking, art, etc.).

### **3.2 Retirement Awards:**

All retirees will receive a framed certificate bearing the City crest and an appropriate gift of recognition coordinated by the Mayor's office, which will be presented upon retirement.

## **4.0 Appreciation Event:**

**4.1** Service Awards will be presented to eligible Employees at an appreciation event coordinated by the Human Resources department. Department Management and/or the CAO/Mayor will be present at the appreciation event and present the respective gift and certificate to the recipient.