



The Corporation of the Town of Tecumseh

Corporate Services & Clerk

To: Policies and Priorities Committee

From: Laura Moy, Director Corporate Services & Clerk

Date to Council: October 22, 2019

Report Number: CS-2019-39

Subject: Employee Service Award Policy - Amendments

Recommendations

It is recommended:

That Report CS-2019-39 Employee Service Award Policy - Amendments **be received;**

And that amendments to the Employee Service Award Policy No. 1 as recommended in Report CS-2019-39, **be adopted.**

Background

The Corporation has honoured its employees for their loyalty and continuous years of service as set out in the Employee Service Award Policy No. 1 (Policy) which was originally adopted in January 2000 and last reviewed/amended in November 2005.

Members of Council represent the Corporation in their official capacity. Employees deliver the services of the Corporation and ensure that daily operations and strategic initiatives are implemented as directed by Council.

The purpose of the Employee Service Award Policy (Policy) is to ensure recognition for retiring employees while also recognizing employees with dedicated and continuous years of service in a consistent and fair manner.

Recognition of employees is important not only to retain employees but also to motivate and inspire. It encourages employees to have a certain/positive behaviour or attitude that increases productivity, motivation and loyalty. It is also a way to show appreciation and create positive well-being in an organization.

The Policy sets out recognition for employees who have served at least ten consecutive years and every five years thereafter, by way of a personalized plaque.

Employees also receive special recognition upon attaining 25 years of service. They are presented with a gift and a \$100 gift certificate for dinner.

Retirees are given a gift valued at \$10 for each year of service, in addition to a \$100 gift certificate for dinner.

The Policy does not, however, describe how years of service are calculated, nor is there a consistent protocol for organizing receptions for retirees.

The purpose of this report is to recommend amendments to the Policy in keeping with current practices and to establish consistent recognition for retirees.

Comments

The Policy was reviewed in consultation with representatives of CUPE Local 702.1 and 702.13 (Full and Part-time Outside Workers) and CUPE Local 702.2 and 702.5 (Full and Part-time Inside Workers), as well as the Department Directors.

Amendments to the Policy are tracked on [Appendix 1](#). Paragraphs highlighted in yellow are additions to the Policy. The proposed amendments and additions are in keeping with current practices and are summarized as follows:

1. A “Purpose” statement has been added to introduce the Policy;
2. The “Application” has been amended to include Members of Council, and to describe who is not included;
3. The “Procedures” have been revised to reflect the current practice of providing:
 - a. A \$250 gift card for Employees after 25 years of consecutive service, in place of a watch with the Town’s logo, as well as the \$100 gift card for dinner at a restaurant in the Town of Tecumseh;
 - b. A gift card valued at \$10 for each year of service for employees who are retiring, in place of a gift, as well as the \$100 gift card for dinner at a restaurant in the Town of Tecumseh;
 - c. Adding Members of Council who have served for at least 25 years will be nominated for the Ministry of Municipal Affairs and Housing Long-standing Service Recognition;
4. Adding Section 4 “Determination of Service Recognition Date” to clarify and describe how years of service are determined, based on a service recognition date (date of hire);
5. Adding Section 5 “Retiree Recognition” to spell out that Employees who are retiring and drawing their OMERS pension will be recognized for their dedication and years of

service, clarifying responsibility for oversight of a reception, and limiting the funds to a maximum of \$100 to help offset the costs of food/refreshments.

It has been the Corporation's annual practice to present employees with service recognition at the Town's Holiday and Staff Recognition Dinner held in early December. Recognition is given to employee's attaining an anniversary set out in the Policy and to those that have retired.

The 2019 Holiday and Staff Recognition Dinner will be held on Friday, December 6, 2019 at the Ciociaro Club.

Consultations

All Departments
CUPE Locals' Representatives

Financial Implications

Funding for employee recognition is included in the annual budget, as well as the Holiday Dinner.

Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
<input type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input checked="" type="checkbox"/>	Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input checked="" type="checkbox"/>	Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable

Website Social Media News Release Local Newspaper

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Laura Moy, Dipl. M.M., CMMIII HR Professional
Director Corporate Services & Clerk

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

**Attachment
Number**

**Attachment
Name**

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Employee Service Award Policy No. 1