



The Corporation of the Town of Tecumseh

Policy Manual

Policy Number: 1

Effective Date: [Click here to enter a date.](#)

Supersedes: PC 1/2000 – January 14, 2000
PC 2-2000 – January 14, 2000
CS 76-2005 – November 8, 2005

Approval: [Click or tap here to enter text.](#)

Subject: **Employee Service Award**

1.0 Purpose

- 1.1 This Policy implements The Corporation of the Town of Tecumseh's (Corporation) recognition of Employees for continuous years of service and ensures that recognition for retiring Employees is applied consistently and fairly.
- 1.2 The Corporation recognizes and values the contributions made by its Employees and Members of Council in performing their duties on behalf of the Corporation.

2.0 Application

- 2.1 This Policy shall apply to all full-time and part-time union and non-union, and part-time seasonal employees, including volunteer firefighters and Members of Council, and in specific cases where noted, to temporary employees (Employees).
- 2.2 This Policy does not apply to temporary Town employees or employees with the Tecumseh OPP or Town of Tecumseh Business Improvement Area (BIA).

3.0 Procedure

- a) After 10 years of employment with the Corporation, the Employee is presented with an engraved plaque representing 10 years of service.
- b) After 15 years of employment with the Corporation, the Employee is presented with an additional bar representing 15 years of service to add to their engraved plaque.
- c) After 20 years of employment with the Corporation, the Employee is presented with an additional bar representing 20 years of service to add to their engraved plaque.
- d) After 25 years of employment with the Corporation, the Employee is presented with:
 - i) a gift card of their choice valued at \$250.00;
 - ii) an additional bar representing 25 years of service to add to their engraved plaque; and
 - iii) a \$100 gift certificate for dinner at a restaurant in the Town of Tecumseh.
- e) Thereafter, an Employee will be presented with bars representing each additional 5 years of service (i.e. 30 years, 35 years, etc.) with the Corporation until retirement.
- f) 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.
- g) Upon retirement, an Employee will be presented with a gift card of their choice valued at \$10 for each year of service, together with a \$100 gift certificate for dinner at a restaurant in the Town of Tecumseh of their choosing.
- h) In the event of death prior to retirement, a donation will be made to a charity selected by the family as per the amount determined in clause (g).

4.0 Determination of Service Recognition Date

- 4.1 The Service Recognition Date (SRD) is usually the hire date into a permanent position.

- 4.2 If an Employee has worked for the Corporation in a temporary capacity prior to the date he/she was appointed to a permanent position, and provided there was no break in service between the two appointments, the SRD will be the date the Employee was hired into the temporary position.

Example 1

An Employee starts a permanent position on March 1, 2010. The Employee was previously working in a temporary position from June 1, 2009 until the date he/she became permanent. The SRD would be June 1, 2009.

Example 2

An Employee is hired as a seasonal employee on April 6, 2007. The Employee returns as a seasonal employee each year thereafter on the same date, and becomes successful to a permanent position in June of 2010. The Employee moved directly from the seasonal position to a permanent position without a break in service. The SRD would be April 6, 2007.

- 4.3 If an employee works in a permanent part-time position that typically does not exist year round, the breaks are not counted as breaks in service.

Example 3

An Employee is hired as a school crossing guard effective September 7, 2002. This position works from September to June each year. Employees are laid off at the end of the school year and recalled at the beginning of the next. The Employee has returned to work as a school crossing guard each subsequent school year. The SRD is September 7, 2002.

- 4.4 When other circumstances arise where these guidelines do not fit, the Director Corporate Services & Clerk will make a recommendation to the Chief Administrative Officer, to make the final determination.

5.0 Retiree Recognition

- 5.1 Employees who are retiring and drawing their OMERS pension, will be recognized for their dedication and years of service with the Town.
- 5.2 If the retiring Employee wishes, a reception may be held to recognize the Employee. The Town will provide funds, to a maximum of \$100 to help offset the costs of food/refreshments.
- 5.3 The retiring Employee's Director or designate is responsible for coordinating the reception.

- 5.4 When the retiree is a Director, the Chief Administrative Officer or designate will be responsible for coordinating the reception. T
- 5.5 The Mayor's Office will be responsible for coordinating the reception when the Chief Administrative Officer is the retiree.

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