



County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

12.2 Payroll & Benefits

12.2.9

Title Service Awards

1. Policy Statement:

1.1. The County recognizes that employees are a valuable resource and will set out a program of recognition for the contributions and commitment of staff for their service to the County. The intent of this policy is to provide guidelines to determine when awards can be given to employees from Council in appreciation for their service.

2. Guidelines:

2.1. The CAO will deal with all exceptional situations in consultation with Council.

2.2. All awards will be pro-rated based on FTE.

2.3. All awards are subject to applicable deductions as per Canada Revenue Agency.

3. Eligibility:

3.1. The County will present awards to honour those employees five or more years of service. An annual awards banquet will be held in December of each year at a local facility to honour those employees.

3.2. Individuals serving the County on a contract basis do not have employee status and will not be considered for service awards.

3.3. Service will be calculated as follows:

3.3.1. Less than 6 months – no credit

3.3.2. Over 6 months – ½ year

3.4. Part-time, seasonal or casual employees must work 520 hours within a calendar year to be credited with one year of service. If an employee does not qualify for the credit, the non-qualifying year is not considered a break in service when determining eligibility for the next year.

3.5. Employees who resign in good standing or have been laid off after completing their fifth (or tenth, fifteenth, twentieth, etc.) year of employment will be eligible to receive a service award and an invitation, including their spouse/guest, to the Service Awards Banquet.

4. Long Service Awards:

4.1. Long service awards will be awarded to eligible employees at the completion of each 5-year phase of continuous employment.

4.2. For each five-year increment the following will be awarded:

4.2.1. 5-25 Years - \$25.00/year

4.2.2. 25 + Years - \$50.00/year

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4.3. Employees will receive the amount they are eligible through separate cheque.

4.4. At the end of their Term, Councillors will receive a plaque in recognition of their years of service.

5. Resignation:

5.1. The County will present a gift to each employee who resigns in good standing after at least five full years of employment. The gift may be presented at the annual awards banquet held in December of each year or at an appropriate time. A cake may also be provided at the County Office after 10 years of service. (Note: Employees who are eligible for a retirement gift are not eligible for a resignation gift.)

5.2. The gift shall be calculated at \$50.00 per year.

6. Retirement:

6.1. An employee is considered retired upon reaching the age of 65 or meeting the 85 factor.

6.2. The County will present a gift to each employee who retires at the annual awards banquet held in December of each year, or at an appropriate time. A cake may also be provided at the County office.

6.3. The gift shall be calculated at \$100.00 per year.

Original Signed
Scott MacDougall, CAO

January 11, 2024
Date

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