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**Procedure Title:** Employee Service Recognition  
**Policy:** 1900-18  
**Adopted:** March 14, 2014  
**Amended:**

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## **POLICY STATEMENT:**

The Village of Mannville recognizes and values the efforts and accomplishments of its employees and the contributions they make towards the progress in, and success of the municipality. The Village of Mannville Council believes that it is necessary and advantageous to ensure that its employees are recognized for their achievements and loyal service to the municipality.

To provide a consistent and uniform recognition program for employees in order to honor them and to recognize their years of service and milestones achieved with the municipality.

## **GUIDELINES AND PROCEDURES:**

All full-time employees of the Village of Mannville will be eligible for participation and acknowledgement in the Years of Service Recognition Program.

Continued years of service will be calculated from the employee's first day of employment with the municipality.

All part-time permanent employees will be eligible for participation and acknowledgement in the Years of Service Recognition Program. One year of Service shall be pro-rated to Full-Time equivalency.

Temporary/Seasonal employees will not be eligible for the Years of Service Recognition.

Employees, who reach a Years of Service milestone, will be provided a gift of a specified value corresponding to the years of service achieved.

A *Year of Service Ceremony* will be held annually to celebrate employees' milestone achievements within the year of the award.

The Years of Service shall be awarded as follows:

5 years	Gift of \$100 value
10 years	Gift of \$200 value
15 years	Gift of \$300 value
20 years	Gift of \$500 value
25 years	Gift of \$750 value
30 years	Gift of \$1,000 value
35 years	Gift of \$1,250 value

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Council shall, with recommendations from the Chief Administrative Officer, include the estimated Years of Service expense in the annual budget for the provisions of this policy.

The Payroll Clerk is responsible to enact the procedures as outlined in this policy.