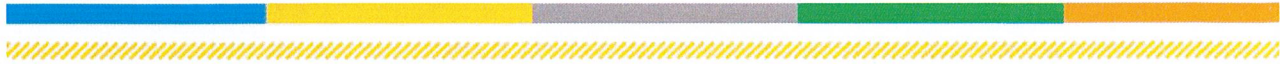




# BIG LAKES COUNTY POLICY



<b>TITLE: Retirement/Years of Service Award Program</b>	
<b>POLICY NUMBER: ADMIN-16</b>	
<b>LEGAL AUTHORITY:</b>	
<b>APPROVED BY COUNCIL: February 25, 2015</b>	
<b>EFFECTIVE DATE: October 27, 1999</b>	<b>REVISED DATE: May 25, 2022</b>

## Policy Statement

The Big Lakes County has deemed it appropriate to recognize those individuals who have served the County over a number of years.

## Policy

1. This policy shall apply equally to all staff who have been continuously employed and shall not be retroactive prior to the date of revision. Anniversary dates shall be determined from the incorporation date of January 1, 1995.
2. Long Service recognition shall be awarded according to the following schedule:

5 years of service	5 year pin \$200 cash gift
10 years of service	10 year pin \$1,000 cash gift
15 years of service	15 year pin \$1,000 cash gift
20 years of service	20 year pin \$1,000 cash gift
25 years of service	25 year watch to a maximum value of \$500 \$1,500 cash gift
30 years of service	30 year pin \$2,000 cash gift
35 years of service	35 year pin \$2,500 cash gift
40 years of service	40 year pin \$3,000 cash gift
45 years of service	45 year pin \$3,500 cash gift

\*Any cash gift amount is taxable and must be shown on the T4.



## BIG LAKES COUNTY POLICY

3. Upon resignation an employee shall be recognized with a dinner, and card, for service provided to the County for longer than one (1) year. All departments are responsible for ensuring support and compliance with the policy.
4. Upon retirement an employee shall be recognized with a dinner, card, token of appreciation with a value up to \$250 and cash gift as outlined in the above noted schedule. The value of the gift will be based on their closest anniversary date unless the anniversary falls in the same year, in which case only one gift will be presented. All departments are responsible for ensuring support and compliance with the policy.
5. Long Service cash award shall be paid annually on the November 30<sup>th</sup> pay cheque according to the above noted schedule. The presentation of years of service pins will take place at the end of the year in which the employee completed the service.
6. An employee will not be eligible to receive long service recognition if they terminate their employment prior to their anniversary date within the same calendar year they would otherwise receive it.

First approved by Council October 27, 1999

Amended August 9, 2006

Amended February 25, 2015

Amended May 25, 2022

*Robert Nygaard*  
Reeve

*B. Hall for*  
Chief Administrative Officer

*May 27, 2022*  
Date of Final Signature