



RURAL MUNICIPALITY OF ST. ANDREWS POLICY AND PROCEDURES MANUAL

POLICY NAME: Firefighter and Employee Recognition Policy	POLICY NUMBER: GEN-19
POLICY MANUAL SECTION: General Policies	RESOLUTION NUMBER: 362-2018
DATE ADOPTED: June 26, 2018	RESOLUTION DATE: June 26, 2018
REVISION DATE: As Required	REVIEW DATE:
STATUS: Active	NUMBER OF PAGES: 1

FIREFIGHTER AND EMPLOYEE RECOGNITION POLICY

Purpose

- 1) The purpose of this policy is to formally recognize employees. This policy applies to all employees, members of the fire departments and members of Council.

Policy

For the purpose of this policy “service” shall be the calculation of total years worked with the Municipality. This may include service broken by termination, layoff, etc. For example, a seasonal employee, who has worked for the Municipality for 10 summers at a duration of 6 months each summer, would receive a gift equal to 5 full years of service.

- 1) Service Recognition Gifts - The R.M. of St. Andrews will provide an R.M. Memento consisting of a gift certificate in the amount of \$50.00 for those attaining ten full years of service, with another gift certificate awarded each tenth year thereafter.
- 2) Farewell/Retirement Gifts - Upon leaving the service of the Municipality, a member shall receive a cheque or gift valued at approximately \$10.00 for each full year of service provided that the member has provided at least 5 years of service.
- 3) Other Gifts - Council may, at their discretion, recognize other volunteers for their service.

Procedure

- 1) The Mayor shall:
 - Present the gifts at the appropriate time at a Council Meeting
- 2) The CAO shall:
 - Approve the type of gift to be presented to the eligible personnel.
 - Budget, procure and account for service recognition gifts and farewell/retirement gifts and ensure such is presented to eligible employee.
 - Maintain records of service recognition, farewell/retirement gifts, distribution and supplies.