



Section	Date Passed	Resolution #	Reviewed	Date Repealed	Resolution #
Administration	September 6, 2016	2016-221			

POLICY

The Purpose of this policy is to formally recognize employees and members of Council of the Town of Neepawa, who accrue service from year to year.

Council's Responsibilities

- Approval of this policy, service and recognition awards and any amendments thereto:

Administration's Responsibilities

- Policy administration, tracking of service and awards received and procurement of awards within the approved financial guidelines.
- Making arrangements to ensure qualifying individuals are either recognized formally at an annual event hosted by the Town of Neepawa.

1.0 DEFINITIONS

Combined Service – service that is not consecutive, but due to circumstances may relate to service that is irregular, intermittent or broken.

Example #1: Employee layoffs, termination, etc., where an employee returns to work after a break no greater than one (1) year (*i.e. a seasonal employees who has worked for the Town for 10 summers at 6 months each summer, would qualify for a five year long service recognition*).

Example #2: an individual serving on council, will be tracked as actual time served. (*i.e. a council member completes a full term of office, but does not get re-elected until four years later. This individual would qualify for five years' service, upon the completion of one year into their most recent council term.*

Farewell Gift – Subject to the discretion of Council, a gift presented to an employee, or council member, in good standing, who leaves the service of the Town of Neepawa.

Retirement – Resignation of an employee for purposes of retirement into a municipal pension plan.

2.0 GIFTS/AWARDS

Years of Service

Administration shall keep a record of service for employees and council members.

Recognition awards will be in the form of Neepawa Chamber Bucks, given at 5-year intervals a maximum value of \$10.00 per year of service.

Retirement

Retirement gifts shall only be presented to employees retiring to a Town of Neepawa pension plan who have fifteen (15) or more years of consecutive or combined service.

- Engraved Gift – maximum value of \$150.00

Retirement gifts shall be in combination with any respective years of service award.

Example #1: an employee completing fifteen (15) years of service and choosing to retire shall qualify for the fifteen (15) years of service award valued at \$150.00 in Neepawa Chamber Bucks plus the engraved retirement gift to a maximum value of \$150.00.

Example #2: an employee completing twenty (20) years of service and choosing to retire shall qualify for the twenty (20) years of service award valued at \$200.00 in Neepawa Chamber Bucks plus the engraved retirement gift to a maximum value of \$150.00

Farewell Gifts

At the discretion of Council, may be awarded to employees leaving the employ of the Town of Neepawa; or individuals serving on council, but who have either resigned, did not seek re-election, or were not re-elected to a further term.

- Neepawa Chamber Bucks to a maximum value of \$10.00 per year of service

3.0 PROCEDURE

On an annual and timely basis, Administration will review the service records of all employees and council members to identify those eligible for a recognition award.

Respective recognition awards will be procured by administration and prepared for presentation by the Mayor (or designate) at an annual event hosted by the Town of Neepawa.

Administration to keep regular and continual records.

Where an employee, who would be eligible to receive a service recognition gift, terminates his/her employment prior to the recognition event, the gift will be presented on the termination date, at the discretion of Council.

Except for manufacturing defects, costs for replacement gifts or awards will be borne by the requesting individual and will be based on actual cost.