



County of Lethbridge Policy Handbook

EFFECTIVE: November 23, 1978 **SECTION:** 100 NO. 103 Pge 1 of 2
APPROVED BY: County Council **SUBJECT:** Supply and Distribution
of County Pins
REVISED DATE: September 1995

PURPOSE:

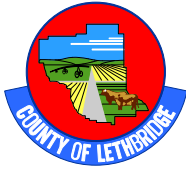
The purpose of the policy is to provide for the presentation of engraved pins indicating the years of service for all Councillors and County employees in recognition of long service, and to provide distribution of un-engraved pins to Councillors and new employees.

TERMS AND CONDITIONS:

1. County pins which have been engraved with the number of years of service will be presented as follows:
 - a) County Councillors
 - in accordance with the years of service they have attained, service pins will be presented on a three year interval basis to coincide with elections.
 - b) Employees (which includes) Administration Staff and Municipal Employees
 - in accordance with the years of service they have attained, service pins will be presented in five year increments for five years of service or more.
2. County Councillors and employees (Administration Staff and Municipal Employees) who have lost their engraved County Service Pin may purchase a replacement pin at a cost of \$4.00 per pin.
3. Un-engraved pins will be distributed at the discretion of the Reeve, Council or Management where it is felt that the public relations of the County will be enhanced, subject to availability of supply and charge if deemed necessary.
4. As per previous Policy No. 104, pins will not be supplied to organizations.

METHOD OF DISTRIBUTION:

1. Administration Staff - at the annual administration Christmas Party, employees who are eligible for long service pins will be presented pins indicating the applicable number of year's service.



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2. Municipal Employees - at the annual municipal afternoon Christmas Party, municipal employees who are eligible will be presented pins with the applicable number of years of service.
3. County Councillors - the members of County Council will be presented service pins on a three year interval basis to coincide with elections.