



County of Lethbridge Policy Handbook

EFFECTIVE: November 2, 2012 **SECTION:** 100 NO. 127 Page 1 of 1
APPROVED BY: County Council **SUBJECT:** Service Recognition Awards
REVISED DATE:

The County of Lethbridge values the contributions made by its employees and wishes to recognize and acknowledge employees of the County.

The Purpose

The purpose of this policy is to provide a consistent approach to recognizing employment anniversaries and retirements.

New Hires

New employees will be welcomed to the County of Lethbridge in their first year of employment with a County vest.

Service Awards

The County will recognize the service of County employees in five (5) year increments (i.e.; 5, 10, 15, etc. years of service). At the end of each year, employees achieving a milestone will be presented with a County pin (as per Policy No. 103) and a recognition gift valued at \$20 per year of service.

Eligible employees will be those employees who are employed in full-time permanent positions or have achieved “seasonal” status as per the CUPE Collective Agreement. For the purpose of calculating service recognition awards, one (1) year of seasonal employment will be considered to be one (1) year of employment.

Retirements

When an employee retires, they will be presented with a parting gift valued at \$20.00 per year of service. This only applies to actual retirements.

Other Information

If applicable, awards will be taxed according to Canada Revenue Agency’s Employers’ Taxable Benefits and Allowances guidelines.