

Employee Recognition Policy		Policy No. 6.3.0
<u>Date of Policy:</u>	February 12, 2018	<u>Revision:</u>
<u>Motion Number:</u>	9(b)(ii)	

Scope

This policy applies to all full-time employees of the Town of Nipawin.

Purpose

The Town of Nipawin honours employees for contributions to the Town on long service anniversaries of 5, 10, 15, 20, 25, and 30 years of service. The head of the Department with eligible employees is responsible for recognizing the contributions made by these employees.

Level of Recognition:

Employees are recognized as follows:

Years of Service	Recognition
5 Years	Pin
10 Years	\$100.00
15 Years	\$150.00
20 Years	\$200.00 and SUMA Meritorious Service Award
25 Years	\$250.00
30 Years	\$300.00
Retirement with 15+ years of service	Gift in keeping with tradition (up to \$300.00 in value)

Employee Appreciation Event

An Employee Appreciation Event shall be held annually to recognize employees reaching the above-identified anniversaries as well as any employees retiring in the current year.

The Employee Appreciation Event shall consist of a banquet with members of Council, employees, and spouses invited. Funds for this event will be included in the annual Town of Nipawin budget.

SUMA Meritorious Service Award

The purpose of this award is to recognize municipal employees in Saskatchewan urban municipalities who have served 20 years or more of employment. Each year the Town nominates eligible employees.

Employees receiving the Saskatchewan Urban Municipalities Association (SUMA) Meritorious Service Award are invited, along with their spouse, to attend the SUMA President's Banquet and Awards Ceremony held in conjunction with the annual SUMA convention.

The cost of banquet tickets for the employee and spouse are paid for by the Town and mileage, accommodation, and out of pocket expenses are reimbursed to the employee by the Town.