



## Recognition of Service Employees

<b>Policy No.:</b> C-1	<b>Council Resolution No.:</b> 240/2024
<b>Department:</b> Administration	<b>Authority:</b> Council
<b>Effective Date:</b> September 13, 2010	<b>Revision Date:</b> November 25, 2019, July 15, 2024
<b>Review Date:</b> July 2027	<b>Repealed Date:</b>
<b>Supersedes:</b> Policy 74C	
<b>Related Procedure No.:</b> C-1	
<b>Related Procedure Name:</b> Recognition of Services - Employees	

### 1.0 PURPOSE

- 1.1 The Town of Taber wishes to acknowledge the commitment, loyalty and service of Town employees and recognizes their significant contribution to the Organization.

### 2.0 POLICY STATEMENT

- 2.1 Council shall present a gift of appreciation to full time, part time, and casual employees upon achieving significant anniversary milestones with the Town of Taber.
- 2.2 Employees will be recognized for long term services on their employment anniversaries in five year increments (5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup>, 30<sup>th</sup>, 35<sup>th</sup>, 40<sup>th</sup>, etc.).
- 2.3 The recognition award will be an appropriate gift with the Town logo, wherever possible, distinguishing the years of service equal to \$20.00 per year of service for full time employees, \$10.00 per year of service for part time and casual employees.
- 2.4 If an employee retires from the Town, Council shall present a retirement gift based on \$50.00 per year of employment and honoring the individual at an event, with the employee's input.
- 2.5 Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

### 3.0 ADDITIONAL REFERENCES

Separate policies and procedures pertaining to Recognition of Service for firefighters and Council are dealt with independently.



  
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MAYOR

July 19, 2024  
DATE

  
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CHIEF ADMINISTRATIVE OFFICER

July 17/24  
DATE

