



Statement of Policy and Procedure			
Department:	Corporate Services	Policy No.	<b>46.1</b>
Section:	Human Resources	Issued:	Council Res. No. 285, Feb. 13, 1968
Subject:	<b>Long Service and Retirement Recognition</b>	Effective:	January 22, 2024
Council Resolution # and Date:	Council Resolution No. 0016 dated January 22, 2024		1 of 2
		Replaces:	Policy No. 46
Issued by:	Kiley Bear, Director of Corporate Services	Dated:	December 17, 2012
Approved by:	Kiley Bear, Director of Corporate Services		

## 1 POLICY

1.01 It is the policy of the City of Prince Albert to recognize employee service when an employee reaches the milestones of 10, 15, 20, 25, 30 and 35 years of service. Employee will also be recognized upon retirement provided the employee has completed ten (10) years of service with the City.

1.02 Awards will be presented at the following service intervals:

- 10 years – gift valued at approximately \$100
- 15 years – gift valued at approximately \$150
- 20 years – gift valued at approximately \$200
- 25 years – gift valued at approximately \$300
- 30 years – gift valued at approximately \$300
- 35 years - gift valued at approximately \$300

1.03 Upon retirement, provided the employee has completed 10 Years of service with the City, employees will receive a retirement gift valued at approximately \$300.

## 2 PURPOSE

2.01 To establish the way in which employees will be recognized for their service to the City of Prince Albert both while working and upon retirement.

### **3 SCOPE**

- 3.01 All employees of the City of Prince Albert, including employees of the Prince Albert Police Service.

### **4 RESPONSIBILITY**

- 4.01 The Human Resources Office will be responsible for tracking service dates and administering the recognition program.

### **5 DEFINITIONS**

- 5.01 Service: the number of calendar years of continuous service with the City including periods of layoff, legislated protected leaves of absence, disability of less than 12 months, and approved leaves of absences of less than twelve months.

### **6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**

### **7 PROCEDURE**

- 7.01 An event will be held once per year, in the first quarter of each calendar year, to provide an opportunity to recognize service, retirements and other achievement reached in the previous year.