



Policy Manual

Section:	Human Resources
Subject:	Service and Retirement Recognition Policy
Policy Number:	076 - HR-04-02
Approval Date:	May 21, 2024
Approved By:	R24-05-203
Prepared By:	Brandi Sieben, Manager, Human Resources

Overview

The Town of Essex is committed to recognizing and acknowledging the valuable contributions employees make to the organization, this policy ensures employees are recognized fairly and consistently for their continuous years of service and retirement.

Purpose

1. The purpose of the policy is to provide guidelines to formally acknowledge and show appreciation to employees and retirees for their efforts that further the mission and values of the Town.
2. This policy describes the process for recognizing individuals at designated years of service and at time of retirement.

Scope

This policy applies to all permanent full-time and part-time union and non-union employees. This policy does not apply to members of Essex Fire & Rescue Services who receive recognition under another policy/process.

This policy shall be effective in the year 2024 and will not be retro-active to include previous years. The policy shall be reviewed every four (4) years from the date it becomes effective or sooner at the discretion of the CAO.

Definitions

For the purpose of this policy,

“Employee” means any regular (union or non-union), permanent full-time and part-time staff member.

“Continuous Years of Service” is the length of permanent, either part-time or full-time uninterrupted employment with the Town of Essex. Continuous employment shall not be considered interrupted during any period of sick leave, or a leave entitlement established under the *Employment Standards Act, 2000 (ESA)*.

Examples of different Continuous Year of Service Scenarios:

Example 1 – Temporary Employment

If an Employee worked for the Town in a temporary capacity and was subsequently appointed to a permanent position, and provided there was no break between the two appointments, their date for Continuous Years of Service date will be the date the Employee was first hired into the temporary position.

Example 2 – Casual Employment

If an Employee worked for the Town in a Casual position and was subsequently appointed to a permanent position, provided there was no break between the appointments, their date for Continuous Years of Service date would be the date the Employee was first hired in the casual position. If there was a break between appointments, their date for Continuous Years of Service date would be the date the employee was hired into the permanent position.

Example 3 – Student Employment

If an Employee worked for the Town in a student position and was subsequently appointed to a permanent position, provided there was no break between the appointments, their date for Continuous Years of Service date would be the date the Employee was first hired in the student position. If there was a break between appointments, their date for Continuous Years of Service date would be the date the employee was hired into the permanent position.

Example 4 – Crossing Guard

If an Employee worked for the Town in a Cross Guard position, with no breaks between annual appointments, their Continuous Years of Service date would be the date the Employee was first hired in the Crossing Guard Position. If there was a break between appointments, their Continuous Years of Service date would be the most recent date the employee was hired into the Crossing Guard

position.

Guidelines

1. Service Awards

- 1.1 Service awards will be given to eligible recipients, including a gift, based on the eligible continuous years of service with the Town of Essex as outlined in the table below.
- 1.2 Eligible recipients will be acknowledged and receive their award annually. Service awards will be distributed by the CAO or designate. Employees must be currently employed when service awards are distributed in order to be considered eligible.

Continuous Years of Service	Service Award
5 Years	A certificate acknowledging years of service and a Town of Essex gift
10 Years	A certificate acknowledging years of service and one (1) additional paid day off (to be used in the year following the award). Additional day off must be requested and approved by manager similar to vacation asking process
15 Years	A certificate acknowledging years of service and a gift valued at \$100.00
20 Years	A certificate acknowledging years of service and a gift valued at \$150.00
25 Years	A certificate acknowledging years of service and a gift valued at \$175.00
30 Years	A certificate acknowledging years of service and a gift valued at \$200.00
35 Years	A certificate acknowledging years of service and a gift valued at \$250.00
40 Years	A certificate acknowledging years of service and a gift valued at \$300.00

2. Retirement

- 2.1 Employees who have completed at least ten (10) years of continuous service with the Town (as determined by the Town) and retire on an OMERS pension, will receive retirement recognition including a certificate and gift as outlined in the table below.
- 2.2 If the retiring Employee who has completed at least ten (10) years of continuous service with the Town (as determined by the Town) wishes, a reception may be held to recognize the Employee. The Town will provide funds, up to a maximum of \$400 to help offset the costs of food/refreshments.
- 2.3 The retiring Employee's Director or designate is responsible for coordinating the reception and distributing a card for employees to sign.

- 2.4 When the retiree is a Director, the Chief Administrative Officer or designate will be responsible for coordinating the reception and distributing a card for employees to sign.
- 2.5 The Mayor's Office will be responsible for coordinating the reception and distribution of a card for employees to sign when the Chief Administrative Officer is the retiree.
- 2.6 Should the retiree decline a reception, the Employee's manager may take the retiring employee out for lunch on their last day, at the Town's expense.
- 2.7 All retirees are invited to attend an annual Town event and will be acknowledged at an annual Town event in the year that they retire.

Years of Service at Retirement	Retirement Gift
10 years but less than 15 years	A certificate and a gift valued at \$200.00
15 years but less than 20 years	A certificate and a gift valued at \$300.00
20 years but less than 30 years	A certificate and a gift valued at \$400.00
30 years or greater	A certificate and a gift valued at \$500.00

Responsibilities

Council has the authority and responsibility to:

- Approve Employee Service Recognition Policy

The CAO has the authority and responsibility to:

- Ensure compliance with the Employee Service Recognition Policy
- Make final determination on circumstances that arise where the general guidelines do not fit.

Directors have the authority and responsibility to:

- Ensure they follow the guidelines for any retirements that fall within their department.

Manager, Human Resources has the authority and responsibility to:

- Track years of service and send out notification to eligible Employees.
- Administer and recommend changes to the Employee Service Recognition Policy.

CHANGE RECORD LOG

Revision Level	Revision Date	Prepared By: (Position Title)	Approved By: (Position Title)	Description of Change
A	1/15/2024	B. Sieben Manager, HR	D. Sweet CAO	<ul style="list-style-type: none">• Creation of new policy