

TOWN OF STETTLER

Prepared By: Department Heads Number: II-7(I)
Adopted by: Town of Stettler Council Original: 1989 01 03
Previous: 2010 09 21
Current: 2024 07 16

Title: **Employee Recognition**

Purpose: To recognize all employees for their years of service with the Town of Stettler, whether it be continual service or retirement/resignation.

Policy Statement: 1. Employee Continual Service

Full Time		Part Time	
5 years	\$100.00	5 years	\$50.00
10 years	\$150.00	10 years	\$75.00
15 years	\$200.00	15 years	\$100.00
*20-24 years	\$250.00	*20-24 years	\$125.00
*25-29 years	\$300.00	*25-29 years	\$150.00
*30-34 years	\$350.00	*30-34 years	\$175.00
*35+ years	\$400.00	*35+ years	\$200.00

*The noted recognition amount will be provided to recognize staff who have made a substantial contribution to the organization by having been employed by the Town of Stettler for more than 20 years.

2. Employee Retirement / Resignation*

Full Time		Part Time	
1 - 5 years	\$100.00	1 - 5 years	\$50.00
6 – 10 years	\$250.00	6 – 10 years	\$125.00
11 – 15 years	\$750.00	11 – 15 years	\$375.00
16 – 20 years	\$1000.00	16 – 20 years	\$500.00
21 – 25 years	\$1250.00	21 – 25 years	\$625.00
26+ years	\$1500.00	26+ years	\$750.00

This encompasses all employees retiring from their TOS careers, whether they elect to draw on their LAPP pensions immediately or not.

*This policy does not apply to employees who have been dismissed from employment with the Town in any respective year or employees who have quit to pursue other career opportunities.

In each case, the payroll department will arrange a gift certificate up to the amount proposed for the years of service in Heart of Alberta Dollars.