TOWN OF STETTLER

Prepared By:	Department Heads	Number:	II-7(I)
Adopted by:	Town of Stettler Council	Original:	1989 01 03
		Previous:	1992 01 21
		Current:	2010 09 21

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

5 years	$	100.00
10 years	$	150.00
15 years	$	200.00
*20 – 24 years	$	250.00
*25 - 29 years	$	300.00
*30 - 34 years	$	350.00
*35+ years	$	400.00

* 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 Resignation/Retirement

1 - 5 years	$	100.00
6 - 10 years	$	250.00
11 - 15 years	$	750.00
16 - 20 years	$	1000.00
21 - 25 years	$	1250.00
26+ years	$	1500.00

In each case the immediate Supervisor will arrange a gift certificate up to the amount proposed for those years of service.

The Personnel Committee shall decide on any other matters related to the above.

This policy does not apply to employees who have been dismissed from the employment of the Town in any respective year.