

TOWN OF MIDDLETON CODE D - PERSONNEL	
Subject: Service Recognition	Number: 4.3
Coverage: Staff & Council	Approved by: Council & CAO
Effective Date : May 3, 2004	Revision Date: October 2, 2006, March 5, 2012

Rationale

The following policy provides for appropriate recognition of Town employee service to the Town of Middleton, throughout their careers and upon retirement.

Policy Statement

1.0) Service Recognition

- 1.1) Upon completion of five (5) years' service, an employee will receive a wall plaque.
- 1.2) Upon completion of ten (10) years' service, an employee will receive a wall plaque, a pin bearing the crest of the Town indicating ten years' service, and a \$50.00 cash award.
- 1.3) Upon completion of fifteen (15) years' service, an employee will receive a wall plaque, a pin bearing the crest of the Town indicating fifteen years' service, and a \$100.00 cash award.
- 1.4) Upon completion of twenty (20) years' service, an employee will receive a wall plaque, a pin bearing the crest of the Town indicating twenty years' service, and a \$150.00 cash award.
- 1.5) Upon completion of twenty-five (25) years' service, an employee will receive a wall plaque, a pin bearing the crest of the Town indicating twenty-five years' service. In addition, the employee will receive a gold watch bearing a suitable inscription with the twenty-five year designation. Presentation of the watch will be made by the Mayor at a Municipal Council session.
- 1.6) Upon completion of thirty (30) years' service, an employee will receive a wall plaque, a pin bearing the crest of the Town indicating thirty years' service, and a \$300.00 cash award.
- 1.7) Upon completion of thirty-five (35) years' service, an employee will receive a wall plaque, a pin bearing the crest of the Town indicating thirty-five years' service, and a \$400.00 cash award.
- 1.8) Upon completion of forty (40) years' service, an employee will receive a wall plaque, and a pin bearing the crest of the Town indicating forty years' service, and a \$500.00 cash award.

- 1.9) The awards in this section of the Policy will be presented by the Mayor and CAO at the regular December meeting of Council.

2.0) Recognition for Retirement

- 2.1) After completion of ten (10) years 'service, but less than twenty-five (25) years' service, an employee will receive a silver tray engraved with the words "Town of Middleton", the recipient's name, and the years of service with the Town. It is the responsibility of the concerned department to order the tray through the Deputy CAO. Presentation will be made by the Mayor at a Municipal Council session.
- 2.2) After completion of twenty-five (25) years' service, or more, an employee will receive an appropriate gift. It is the responsibility of the Deputy Chief Administrative Officer to purchase the gift. It is the responsibility of the concerned department to advise the employee and to provide suitable biographical information to the Mayor. Presentations will be made by the Deputy at a Municipal Council session.

3.0) Related Responsibilities

- 3.1) The Deputy CAO shall advise all Department Heads in January of each year:
 - a) the last active day or termination day of an employee scheduled to retire in the calendar year;
 - b) the anniversary dates of those employees observing 5, 10, 15, 20, 25, 30, 35 and 40 years of service milestones during that calendar year.
- 3.2) The concerned department shall:
 - a) contact the employee to ascertain if a social function is acceptable in the case of retirement;
 - b) if a social function is acceptable, it shall be the responsibility of the concerned Department Head to arrange same.
- 3.3) The cost of the function shall be borne by those attending (excluding the employee concerned) excepting the cost of the pins, plaques, or gifts, which will be borne by the Town.
- 3.4) The funds for these shall be budgeted for each year by the Chief Administrative Officer.
- 3.5) Elected officials should be encouraged to attend any social function honouring an employee.

Summary

In-Service Recognition	
5 years	Wall plaque presented by Mayor and Chief Administrative Officer.
10 years	Wall plaque, 10 year pin, \$50.00 cash award and presented by Mayor and Chief Administrative Officer.
15 years	Wall plaque, 15 year pin, \$100.00 cash award and presented by Mayor and Chief Administrative Officer.
20 years	Wall plaque, 20 year pin, \$150.00 cash award and presented by Mayor and Chief Administrative Officer.
25 years	Wall plaque, 25 year pin, gold watch and presented by Mayor and Chief Administrative Officer.
30 years	Wall plaque, 30 year pin, \$300.00 cash award and presented by Mayor and Chief Administrative Officer.
35 years	Wall plaque, 35 year pin, \$400.00 cash award and presented by Mayor and Chief Administrative Officer.
40 years	Wall plaque, 40 year pin, \$500.00 cash award and presented by Mayor and Chief Administrative Officer.
Retirement Recognition	
10-24 years	Silver tray presented by Mayor at Council session.
25 + years	Suitable gift presented by Mayor at Council session.

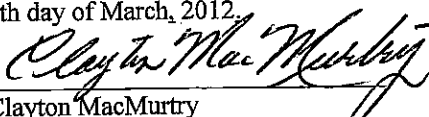
Previous Policies

The previous policy 9/29 "Town of Middleton - Service Recognition Policy" passed by Council on August 3, 2004 is hereby amended.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 5th day of March, 2012.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 6th day of March, 2012.


Clayton MacMurtry
Chief Administrative Officer