



TOWN OF KENTVILLE POLICY STATEMENT G39 STAFF LONG SERVICE AWARDS

1.0 PURPOSE

To provide a policy which will provide recognition and appreciation of long-serving staff members of the Town of Kentville.

2.0 DEFINITIONS

3.0 SCOPE

4.0 PROCEDURES

As the Town of Kentville is appreciative of the loyalty and faithful service of its employees, each shall be recognized following the completion of specific milestones of his or her career.

Such annual presentations will be made by the Mayor (or designate), on behalf of the Town, and when possible will be done at a social gathering of peers.

- A certificate will be awarded for every five years of completed service.
- Following 10 years of completed service, a gift will also be presented for each 5 year increment.
- Employees will have the option of receiving either a specific gift or a cash gift.
- The value of this gift will represent \$10 per year of service, as indicated below

| Completed years of Service | Service Award |
|----------------------------|------------------------------|
| 5 years | A framed certificate |
| 10 years | Cash or gift valued at \$100 |
| 15 years | Cash or gift valued at \$150 |
| 20 years | Cash or gift valued at \$200 |
| 25 years | Cash or gift valued at \$250 |
| 30 years | Cash or gift valued at \$300 |
| 35 years | Cash or gift valued at \$350 |
| 40 years | Cash or gift valued at \$400 |

Upon the retirement of an employee, that individual will receive a gift (or cash) valued in accordance with the above schedule.

Although the retiree may opt to receive a cash retirement gift, any required deductions will be applied, as per CRA specifications.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

Date Created: October 11, 2006
Revisions: April 22, 2014
January 25, 2021

