

## **COMMUNICATION 132022**

Received From: Stacey Blair, Clerk  
Addressed To: Committee of the Whole  
Date: December 8<sup>th</sup>, 2020  
Topic: Amendment to the HR Policy – Employee Service Recognition Program for Members of Council

### **BACKGROUND**

The Town's HR Policy contains an Employee Service Recognition Program. This program recognizes full-time and part-time employees for their consecutive years of service. Historically (pre-2001), this program has also recognized members of Council for their consecutive years of service.

Section 5 of the current HR Policy reads as follows:

#### ***EMPLOYEE SERVICE RECOGNITION PROGRAM***

*The purpose of this Program is to recognize staff for their years of dedication to the Town.*

*a) Years of Service Award - The Council of the Town of Carleton Place will recognize permanent municipal employees, permanent part-time employees provided they work at least 26 weeks per year as well as volunteer firefighters that have extended years of service with the Town. Awards will be provided as follows:*

*i) Service Pin, with length of service designation, for every 5 years of service (namely 5, 10, 15, 20, 25, 30, 35 years of service)*

*Employees that are employed with the Town on a full-time basis, while also servicing in the capacity of volunteer firefighter, will be recognized once only for their years of service in both positions. Any difference in the years of service above will be recognized through awards according to the earlier employment date.*

*Expenditures on gifts shall be based on \$25 for each year of service. Staff are encouraged to purchase their gifts locally if possible. However, if the desired product is not available locally, gifts can be purchased elsewhere.*

*The Council of the Town of Carleton Place will provide retiring employees with a gift to be calculated at \$25 per year and not rounded down to the 5-year increment.*

### **COMMENT**

The Long-standing Service Recognition Certificate is a Provincial Program which recognizes municipal elected officials who have served for at least 25 years. To be eligible for this program, nominees must:

- have a minimum of 25 years of service as a municipal elected official
- be a member of council when nominated

- may have service in more than one municipality, and
- may have a break in service; years do not have to be consecutive.

If Council would like to amend the Employee Service Recognition Program so that it is consistent with the provision in the provincial program to allow for recognizing non-consecutive years of service, then the Town's HR Policy could be amended as such. The Town has the ability to track non-consecutive years of service when it comes to members of Council as it has its permanent Council minutes as well as Council group photos to refer to. However, this same provision could not be provided to staff as the Town's records retention by-law does not allow for the tracking of broken years of service.

**STAFF RECOMMENDATION:**

THAT Council provide staff direction regarding amending the Town's HR Policy as it relates to Councillor years of service to allow for recognition of non-consecutive years of service.