



POLICY

POLICY NO:	413	APPROVAL DATE:	November 4, 2002
TITLE:	Long Service Recognition For Employees	REVISION DATE:	August 22, 2016
SECTION:	Human Resource	PAGE	1 OF 2
DEPARTMENT:	Finance		

POLICY STATEMENT

The City of Grande Prairie (Employer) will recognize and reward Employees that have contributed Long Service to the organization.

REASON FOR POLICY

To ensure that continuous Long Service of Employees is appropriately recognized and rewarded.

APPLICATION

The Employer will provide the Employee with long service recognition as follows:

RECOGNITION OF CONSECUTIVE LONG SERVICE WHILE STILL EMPLOYED

The following cash awards will be provided to the Employee in the year he or she achieves the Long Service milestone.

Years of Service

Award

5 years' consecutive service	Two hundred dollars (\$200.00)
10 years' consecutive service	Three hundred dollars (\$300.00)
15 years' consecutive service	Four hundred dollars (\$400.00)
20 years' consecutive service	Six hundred dollars (\$600.00)
25 years' consecutive service	Eight hundred dollars (\$800.00)
30 years' consecutive service	One thousand dollars (\$1,000.00)
35 years' consecutive service	One thousand, two hundred dollars (\$1,200.00)

In addition, Long Service awards may include a pin designated for each milestone and a certificate presented in a frame or folder.

DEFINITIONS

“Consecutive Service” means one (1) period of employment if not more than three (3) months have elapsed between the periods of employment.

“Employee” means all Employees who occupy a full-time or part-time established position, temporary or casual position with the Employer.

“Employment” means all full time, part-time, temporary or casual employment, in any position with the Employer.

RESPONSIBILITIES

City Council will review and approve any revisions to this policy.

City Manager will review and approve any procedures related to this policy.

City Administration will carry out the policy based on established procedures.