



DISTRICT OF NORTH SAANICH

COUNCIL POLICY

TITLE: EMPLOYEE APPRECIATION POLICY	NO. COU-083
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1.0 POLICY:

This District is committed to developing and supporting a culture where employees are appreciated and recognized for their contributions and commitment through service to the community.

2.0 PURPOSE:

The purpose of the Employee Recognition Policy is to establish clear direction and practices for recognizing District employees. The policy is intended to provide consistent corporate practice related to expenditures while allowing flexibility for celebrations that are meaningful to the individual and teams.

3.0 SCOPE:

This Policy applies to District of North Saanich regular employees (full-time, part-time, and seasonal). The calculation is based on completed months, including those earned as auxiliary, where 12 months equals one year. An employee's time on Long Term Disability (LTD) is not included in the calculation.

4.0 LONG TERM SERVICE:

- a) Regular employees will be presented with a long-term service non-monetary gift or gift certificate at the approximate values noted in the table below:

Years of Service	Service Award value	Plus
5	Up to \$100	Framed Certificate
10	Up to \$200	Framed Certificate
15	Up to \$300	Framed Certificate
20	Up to \$400	Engraved Plaque
25	Up to \$500	Engraved Plaque

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30	Up to \$1,000	Engraved Plaque
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- b) The Service Awards will be presented annually in January and shall be based on the length of service at the end of the previous calendar year.
- c) The Service Awards will be presented by the Mayor or designate and the Chief Administrative Officer (CAO) or designate.
- d) The employee will be informed of a pending award.
- e) Years of service need not be continuous.
- f) Service Awards will be administered by the Director of Corporate Services or designate.
- g) In addition to the Service Award, as per Section 18.02 Service Pay of the Collective Agreement between the District and CUPE LOCAL 374, all regular employees who have completed 5 years 'continuous service shall receive service pay at the rate of \$7.50 per calendar month for each 5 years of continuous service.

5.0 FAREWELL AND RETIREMENT GIFTS:

- a) The District will provide a contribution towards a departing employee gift via the North Saanich Social Fund. Upon leaving the employment of the District, an employee shall be provided with a contribution from District funds equal to the amount provided by the District of North Saanich Social Fund. If the employee has not contributed to the Social Fund during their employment with the District, no contribution from District funds will be provided.
- b) If an employee's tenure has been terminated by the District, or an employee's resignation has been requested by a manager, a contribution from the District as noted in section 5.0 (a) shall be at the discretion of the Chief Administrative Officer or designate.
- c) Any additional monies contributed directly by District staff or others may be used to increase the value of the gift but does not increase the benefit provided by the District.
- d) Gifts are subject to Canada Revenue Agency regulations which may be amended from time to time (note: cash or near cash gifts are considered to be a taxable benefit regardless of the value).

6.0 RETIREMENT EVENTS:

- a) The District is committed to providing funds up to \$300 for employees that are retiring and have completed a minimum of ten (10) years' service with the District.

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b) An employee is considered to be retiring when they have filed the appropriate paperwork with the Municipal Pension Corporation for commencement of their pension.

7.0 RESPONSIBILITIES:

a) The Corporate Services department will notify all employees and their supervisor that are due for a service award or gift in their respective department.

8.0 REVIEW REQUIREMENTS:

a) This policy and any related documents will be reviewed by the Corporate Officer every three (3) years.

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