



POLICY HR-021

Policy Title Employee Long Service Awards

Policy Number: HR-021

Date Approved:

Title of Policy: Employee Long Service Awards

Council Res. Number:

Prepared By: Executive Administration

Effective Date:

References: HR-021-P

Previous Revision Date: April 10, 2007

**PURPOSE**

Parkland County will set out a program of recognition to recognize the contributions and commitment of staff to the service of the County. The intent of this policy is to provide guidelines to determine when gifts can be given to employees from Council in appreciation for their service.

**POLICY STATEMENT**

Parkland County recognizes and acknowledges that its employees are its most valuable asset.

**SCOPE**

This policy applies to all permanent full-time, part-time and seasonal employees and also to elected officials.

**MANAGEMENT RESPONSIBILITIES**

The Chief Administrative Officer (CAO) is responsible for administering this policy.

**STANDARDS**

1. Parkland County Council will present awards to honor those employees with five or more years of service at the completion of each 5-year phase of employment.
2. The Annual Service Awards Banquet will be held at a local facility (within Parkland County) whenever possible.

**Records Classification: 01135-01**