



ADMINISTRATIVE DIRECTIVE A-HR21

*Long Service Recognition*Prepared By: **Human Resources**

Effective Date: _____

Previous Revision Date: Dec. 4, 2012 (C-AD04)

References: Procedures A-HR21-P1

Function: Personnel

APPROVALS:

CAO _____

General Manager _____

Manager/HR _____

LAS Review Date: September 16, 2014

PURPOSE

The purpose of this directive is to provide the conditions for when and how employees shall be recognized for their years of service to Parkland County.

DIRECTIVE STATEMENT

Parkland County recognizes and acknowledges that its employees are its most valuable asset, and shall set out a program of recognition to recognize the contributions and commitment of staff to the service of the County.

SCOPE

This directive 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 directive.

STANDARDS

1. Parkland County Council will present awards to honor those employees with five (5) or more years of service at the completion of each five-year phase of employment.
2. As a gesture of employee appreciation, Parkland County Council will present a gift to employees on their retirement after a minimum of five (5) years of service. The value of the retirement gift shall not exceed \$300. The four complimentary tickets to the Annual Service Awards banquet for the retiree's guests shall not exceed \$300.
3. The Annual Service Awards Banquet will be held at a local facility (within Parkland County) whenever possible.