



## POLICY C-ADO4

*Long Service Recognition*

Prepared By: Executive Administration

Council Approval Date:

Effective Date:

Council Resolution No.: N/A

References: Procedures AD04-P1

Previous Revision Date: March 23, 2010  
(Policy HR-021)

Function: Personnel

Reviewed by LAS: August 3, 2012

**PURPOSE**

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

**POLICY 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 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 (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 4 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.