VULCAN COUNTY POLICY NO. 12-3122	Long Service & Retirement Awards
Effective: December 19, 2001	Amended: December 21, 2022
Cross Reference: MTN. 2001-12-33 MTN 2011-07-50 MTN 2012-03-05 MTN 2013-10-34 CC 2017-12-20-33 CC 2019-02-06-04 CC 2022-12-21-11 CC 2019-02-06-04	Page 1 of 2
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Long Service & Retirement Awards Policy

1. PURPOSE

Vulcan County appreciates and recognizes individuals who have served the County in various capacities and for varying periods of time. The County also wishes to acknowledge and recognize those elected individuals who have contributed to the mandate of the jurisdiction in their capacity as Councillor.

2. EMPLOYEES

a. LONG SERVICE AWARD

The following guidelines will be used in determining awards, which will be presented annually at a recognition evening.

- i. All employees will receive from the payroll department a Vulcan County pin upon commencement of employment.
- ii. The following awards will also be provided:
 - 1 Year Jacket (chosen from selected options)
 - 5 Years \$75.00
 - 10 Years \$150.00
 - 15 Years \$250.00
 - 20 Years Watch
 - 25 Years \$600.00
 - 30 Years \$1000.00
 - 35 Years \$1500.00
- iii. 5, 10, 15, 20, 25, 30 and 35-year pins will be presented to all employees upon completion of the appropriate years of service.
- iv. For the purpose of determining which employees are eligible for awards, the annual cut-off is set at October 31st for the following Annual Staff Recognition Night. Cut-off for seasonal staff may extend into the 1st week of November, should the seasonal operating hours end in the beginning of November.

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- v. Years of service for partial seasonal or part-time employees will be calculated annually on the basis of months worked converted to a full time equivalent. For Seasonal Staff that work for the entire eligible season, the season worked will be equivalent to a full year of service only for the purposes of determining long service awards.
- vi. Full time employees on maternity or parental leave are considered to be continuously employed, for the purposes of calculating years of service.
- vii. Years of service for all employees shall be defined as the cumulative sum total of all seasonal, part-time or full time employment.
- viii. This policy and any calculations concerning this policy pertain only to long service and retirement awards and do not apply to any other areas of personnel policy.
- ix. The Chief Administrative Officer may make administrative procedures governing specific aspects of this policy insofar as it does not conflict with this policy's general intent.

b. <u>RETIREMENT</u>

All employees at or above the age of fifty-five (55) who have worked for Vulcan County a minimum of ten (10) consecutive years shall be entitled to a retirement award in the amount of twenty dollars (\$20.00) per consecutive year of service. Years of service for seasonal or part-time employees will be calculated based on the number of months worked converted to a full time equivalent. Exceptions to the age requirement may be allotted by the Chief Administrative Officer.

3. COUNCILLORS

For the purpose of this policy, Councillors refer to all those duly elected to County Council and eligible service will mean:

- a) All councillors will receive a Vulcan County pin at their first meeting and the pin will be presented by the Reeve.
- b) Appropriate long service pins will be presented to all eligible Councillors following the completion of 8, 12, 16, 20, 24, 28, 32, 36 of cumulative years of service.
- c) The following awards will also be provided:
 - a. Term Commencement Jacket (chosen from the selected options)
 - b. 12 Years Watch