POLICY AND PROCEDURE **CITY OF MARTENSVILLE**

NAME: RECOGNITION OF CITY EMPLOYEES **NUMBER: 81/12**

1.0 PURPOSE

1.1 To provide recognition to employees for their service to the City of Martensville both while working and upon retirement.

2.0 CHRISTMAS GIFT

2.1 Annually during the Christmas season the City will present active permanent employees and the active members of the Volunteer Fire Department with a gift certificate (preferably from a local business) valued at $50.00 as recognition for their service.

3.0 EMPLOYEE SERVICE

3.1 All permanent employees of the City are presented the designated service award in the form of an inscribed plaque for 5, 10, 15, 20, 25 and 30 years of service.

4.0 RETIREMENT OR RESIGNATION OF EMPLOYMENT

4.1 Permanent employees retiring or resigning employment with the City of Martensville between 10 and 20 years of continuous service will receive a gift not exceeding $250.

4.2 Permanent employees retiring or resigning employment with the City of Martensville with over 20 years of continuous service will receive a gift not exceeding $450.

4.3 Volunteer Firefighters retiring or resigning from the Department with over 20 years of continuous service will receive a gift not exceeding $250.

4.4 All gifts will have engraving or a design signifying service with the City of Martensville. Where possible the gift will suit the individual. Department Heads will be responsible to select the gift for employees in their department. In the case of a Department Head leaving the City Manager will be responsible to select the gift.

POLICY AND PROCEDURE **CITY OF MARTENSVILLE**
NAME: RECOGNITION OF CITY EMPLOYEES **NUMBER: 81/12**

5.0 GENERAL

5.1 The recognition program will be funded from the Employee Defined Benefit Account first, secondly from the Council – Special Events/Function GL account.

5.2 This policy will become effective for the 2012 calendar year.

COUNCIL ADOPTING RESOLUTION:
#14/01172012 JANUARY 17, 2012
#8/01162018 JANUARY 16, 2018