



Corporate Policy Manual

Sub Topic:	Service Recognition & Retirement Awards	Policy No.	HR.8-03
Topic:	General	Employees Covered:	All Regular Full-Time & Regular Part-Time Employees
Section:	Human Resources	Council Adoption Date:	November 12, 2007
Effective Date:	January 1, 2000	Revision No:	001 Date: January 22, 2001 002 January 29, 2001 003 April 11, 2001 004 September 12, 2007

Policy Statement & Strategic Plan Linkages

The Corporation of the Town of Newmarket believes that loyal and committed employees are the basis of our organization. In recognition of their contribution, the Town of Newmarket would like to express its gratitude by honouring major milestones in an employee's service.

Purpose

The Town of Newmarket will present its qualifying employees with Service and Retirement Awards in recognition of their years of service with the municipality.

Procedures

Service Recognition Criteria:

- Long service verification is the joint responsibility of the employee and Human Resources.
- Regular full-time and regular part-time active employees who have served the Town for 5 continuous years or more are eligible for service recognition.
- Employees who are on maternity, paternity, short term or long term disability leave will be considered in the calculation of their years of service.
- In the case of regular part-time employees, actual service hours shall be counted (1,820 hours equals 1 year of service).
- In the case of casual, seasonal, sessional or contract employees who subsequently become regular part time or regular full time employees, actual continuous service hours shall be counted (1,820 hours equals 1 year of service).
- In the case of full-time firefighters, volunteer service will be considered in the calculation of their years of service.
- Starting with an employee's 5th year of continuous service on their date of hire or anniversary date, as per [Salary Administration Policy HR.9-01](#), and continuing every 5 years thereafter, the employee will receive an award in the

amount indicated on [Appendix A](#) for appropriate years of service up to 40 years of service.

- Retiring employees who have served the Town for a minimum of 10 continuous years are eligible for a Retirement Award as indicated.
- The budget and administration for Service Recognition & Retirement Awards Program will reside in the Human Resources Department.

Service Recognition Presentation:

- Employees with 5 years of service shall receive their certificate and lapel pin by their Director / Commissioner on or around their 5th anniversary date.
- Mayoral Certificates will be presented personally by the Mayor, CAO and/or pertinent Director on or around the employee's anniversary date.
- Employees with 10 years of service or more will be presented their awards by the Mayor and/or CAO at the annual Town Christmas Dinner/Dance.

Retirement Award Criteria:

- Upon retirement, for employees with a minimum of 10 years of service, the employee will receive a gift on behalf of the Town of Newmarket.
- The purchase and choice of the gift will be the responsibility of the department from which the employee is retiring and the value will be ten dollars (\$10.00) for each year of service.
- The funds paid for the gift will be allocated to the budget of the respective department.

Retirement Award Presentation:

- The Town shall contribute \$15.00 for each year of service together with the contribution of the venue/facility with all other costs incurred to be covered by the sale of tickets.
- The Town will hold retirement functions separate from the Town Christmas Party and retirements will be acknowledged at the Town Christmas Party.
- The planning, organizing and fundraising through ticket sales as required to help cover function costs will be the responsibility of the retiring employee's department.

Cross Reference

[Salary Administration HR.9-01](#)