

THE CORPORATION OF THE
CITY OF WHITE ROCK
 15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



POLICY TITLE: CITY EMPLOYEE RECOGNITION PROGRAM

POLICY NUMBER: HUMAN RESOURCES - 401

<i>Date of Council Adoption:</i> September 11, 2000	<i>Date of Last Amendment:</i> November 23, 2020
<i>Council Resolution Number:</i> 2013-134, 2015-285; 2020-574	
<i>Originating Department:</i> Human Resources	<i>Date last reviewed by the Governance and Legislation Committee:</i> November 9, 2020

Policy:

The City values its employees and acknowledges them for service milestones, at retirement and provides special recognition for employees who have excelled beyond expectations.

1) **Service Recognition:**

- i) Recognition will be given to employees with continuous service commencing with five years of service and will continue to be given every 5 years thereafter until conclusion of the employee's employment with the City.
- ii) The following represents the financial scale applicable for relevant years of service:

<u>Years of Service</u>	<u>Financial Scale</u>
5 years	Certificate of Recognition
10 years	\$ 100
15 years	\$ 150
20 years	\$200
25 years	\$250
30 years	\$250
35 years	\$250
40 years	\$250

2) **Retiring Employees:**

Employees retiring from the City will be presented with a personalized gift from the City with a value of \$10 per year of service to a maximum of \$300.

3) **Employees - Special Recognition:**

All City employees will have the ability to nominate co-workers and supervisors for workplace contributions that go beyond the call of duty and warrant special recognition. Consideration for selection will be at the discretion of the Department Heads in consultation with the CAO. Certificates of Special Recognition will be presented at City-wide staff events.

Rationale:

This policy has been established to ensure there is a consistent criteria that is followed in regard to recognition of City staff for their contributions, dedication and commitment to the organization.