

**STAFF RECOGNITION**

Department	Administration	Policy No.	
Section	Human Resources	Date Approved by Board	
Repeals	Long Term Service Awards	Board Resolution #	

Amended		Board Resolution #	
Amended		Board Resolution #	
Amended		Board Resolution #	

Repealed		Board Resolution #	
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1. Purpose

1.1 The purpose of this Policy is to ensure departing staff are recognized for their contributions to the Peace River Regional District (PRRD), and that current staff are recognized for long service.

2. Scope

2.1 This policy applies to all PRRD staff.

2.2 It is the responsibility of each department head to ensure their departing staff receive the appropriate gift and/or recognition.

2.3 It is the responsibility of Human Resources to ensure long-term service awards distributed in the manner prescribed by the Chief Administrative Officer.

3. Definitions**4. Policy****4.1 Staff Departure**

- a. On the **voluntary** departure from the employment of the Peace River Regional District of a staff member, the farewell gift **and/or** recognition shall be as follows:

Time Employed	Farewell Gift or Recognition
1-3 years	A card and an optional meal gathering at the participants' individual expense
4+ years	A card and a gift valued at \$50.00 for the first year completed, and \$25.00 for each successive year completed.

- ~~a) For one year or less, a card and no host lunch.~~
~~b) For more than one year, a card and a gift valued at \$50.00 for the first year completed and \$25.00 for each successive year completed.~~

**4.2 Long-term Service Awards**

- a. Long Service Pins shall be awarded for **the following:** ~~the cumulative total for each period of full-time service, part-time service or contract for employment. Time served as school work experience or hourly rate casual shall not be counted. Pins shall be awarded on completion of 5-year increments, beginning with 5 years and will normally be presented at the annual Christmas dinner for Directors, staff and guests.~~

Time Counted for Service Pins	Time Not Counted for Service Pins
Each Period of Full Time Service	School Work Experience
Each Period of Part Time Service	Hourly Rate – Casual
On-going Contract for Employment	Contract Employment

- b. Pins and gifts shall be awarded **as follows:** ~~on completion of 5-year increments, beginning with 5 years and will normally be presented at all staff meetings.~~

Pins Awarded	Additional Gift
5 Years	\$50
10 Years	\$100
15 Years	\$150
20 Years	\$250
25 Years	\$250
30 Years	\$250
35 years	\$250

- c. **The “Additional Gift” amount may be cashed out or issued through an appropriate gift, with the selection of the gift or the payout method being left to the staff person being gifted and the Department Head.**

~~That any staff member who achieves 20 years of service be awarded a gift not exceeding \$250.00**, with the selection being left to the discretion of the Personnel Committee.~~

~~That any staff member who achieves years of service in multiples of 5 years after 20 years, be awarded a cheque of \$250.00, presented by the Chair of the Board.~~

Affiliated Procedure	Staff Recognition Procedure
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