



STAFF RECOGNITION

Department	Administration	Policy No.	0340-30
Section	Human Resources	Date Approved by Board	September 10, 2020
Repeals	Long Term Service Awards	Board Resolution #	RD/20/09/34

Amended	November 18, 2021	Board Resolution #	RD/21/11/18 (18)
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Repealed		Board Resolution #	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, acknowledging their achievements made in support of strategic objectives, high-quality client service and dedication to the public.

2. Scope

2.1 This policy applies to all individuals that are directly employed by the PRRD, including but not limited to full-time, part-time, casual, temporary and seasonal employees.

3. Definitions

Notwithstanding the employee definitions contained in the collective agreement between the PRRD and CUPE Local 2403, for the purpose of administering this policy, the following definitions shall be relied upon:

- 3.1 *Full-time Employee:* refers to an employee who is regularly scheduled to work 35 to 40 hours per week according to the regular work week applicable to their classification.
- 3.2 *Part-time Employee:* refers to an employee who is employed on a regular basis, and works less than the full-time hours as defined in 3.1.
- 3.3 *Temporary/Seasonal Employee:* refers to an employee who is regularly scheduled to work 35 to 40 hours per week for a specified term or period.
- 3.4 *Casual Employee:* refers to an employee who works on an as-needed basis.

4. Policy

4.1 Staff Departure

- a) On the voluntary departure from employment with the Peace River Regional District, the farewell gift and/or recognition shall be as follows:



Time Employed	Farewell Gift or Recognition
1-3 years	A card and an optional 'no host' meal gathering at the participants' individual expense
4+ years	A card and a gift valued at \$50.00 for the first year completed, and an additional \$25.00 for each successive year completed.

4.2 Service Pins

- a) Service pins shall be awarded in five year increments to the following employees:
 - i. Full-time
 - ii. Part-time
 - iii. Casual, Temporary, and Seasonal
 - iv. School Work Experience

- b) Employee service is calculated from the start of employment with the PRRD and shall be inclusive of all types of employees eligible for service pins.

4.3 Additional Gifts

- a) In addition to eligibility for service pins, the following employee types are eligible for additional gifts in five year increments at time of service pin award:
 - i. Full-time
 - ii. Part-time

- b) Additional Gifts shall be awarded as follows:
 - i. 5 year pin - \$50 additional gift
 - ii. 10 year - \$100 additional gift
 - iii. 15 year pin - \$150 additional gift
 - iv. 20 year pin - \$250 additional gift
 - v. 25 year, 30 year, 35 year and 40 year pin - \$250 additional gift

- c) The additional gift amount will be issued to the employee using one of the following methods:
 - i. included on the employee's pay cheque; or
 - ii. through the purchase of a gift / gift card as determined by the employee and Department Head.

Affiliated Procedure	Staff Recognition Procedure
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