

SMOKY LAKE COUNTY



Title: Long Service and Retirement	Policy No.: 21-02
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Legislation Reference:	Municipal Government Act
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Purpose:	To recognize Smoky Lake County Employees for there length of employment.
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Policy Statement and Guidelines:

That Smoky Lake County believes in recognizing the dedication and commitment to the employees, contract employees and Elected Officials all make to the overall performance of the municipal system. Therefore, the County will recognize the service of employees during their employment at an Annual Function.

LONG SERVICE RECOGNITION

Employees and contract employees will be considered to have provided service for this recognition in any calendar year for which they have had full, part-time, or partial employment with the County.

Recognition will consist of:

1. An invitation for the employee and contract employee, and a guest or guests to the Annual Function for those individuals receiving recognition.
2. Pins indicating service in five (5) year increments.
3. Employees will be entitled to an award in a gift certificate – value based on the following years of service:

5 years of service	\$ 100.00 value
10 years of service	\$ 200.00 value
15 years of service	\$ 300.00 value
20 years of service	\$ 450.00 value
25 years of service	\$ 600.00 value
30 years of service	\$ 750.00 value

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Policy Statement and Guidelines:								
<p>4. Certificates will be given in form of a gift certificate from listed locations:</p> <table border="0"> <tr> <td>■ Wholesale Sports</td> <td>■ Lammle's Western Wear</td> </tr> <tr> <td>■ Sears</td> <td>■ Independent Jewellers</td> </tr> <tr> <td>■ Canadian Tire</td> <td>■ Future Shop</td> </tr> <tr> <td>■ Costco</td> <td></td> </tr> </table> <p>5. Gift Certificates from other companies than above may be considered if requested by the employees.</p> <p>6. Employees receiving an award will be notified one-month prior to receiving their certificate to state where the employee would like the gift certificate from.</p> <p>7. Award gift certificates will be given to the employees at the County Annual Christmas Party.</p> <p>RETIREMENT</p> <p>Employees and Contract Employees will be considered for retirement for service for this purpose in any case of resignation have ten (10) or more years of service with the County and attaining an age of fifty-five (55) years, or upon leaving the employment of the County at the age of sixty-five (65) years or older.</p> <p>Elected Officials will be considered for retirement from office for this purpose in any case of serving three (3) consecutive terms of office as an elected official for Smoky Lake County.</p> <p><u>Retirement recognition will consist of:</u></p> <p>1. An invitation for the Employee and the contract employee, and a guest or guests to the Annual Function for those individuals receiving recognition.</p>	■ Wholesale Sports	■ Lammle's Western Wear	■ Sears	■ Independent Jewellers	■ Canadian Tire	■ Future Shop	■ Costco	
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Policy Statement and Guidelines:

2. Employees will be entitled to an award in a gift certificate – value based on the following years of service as of retirement:

20 – 24 years of service	\$ 500.00 value
25 – 29 years of service	\$ 750.00 value
30 years & over of service	\$ 1,000.00 value

3. Certificates will be given in form of a gift certificate from listed locations:

- Wholesale Sports
- Sears
- Canadian Tire
- Costco
- Lammie’s Western Wear
- Independent Jewellers
- Future Shop

4. Gift Certificates from other companies that above may be considered if requested by the employees.

5. A plaque indicating the years of service with the County.

6. An engraved watch.

7. Employees receiving an award will be notified one-month prior to receiving their certificate to state where the employee would like the gift certificates from.

8. Award gift certificates will be given to the employees at the County Annual Christmas Party.

Elected Officials, and all other employees, and additional guests will be encouraged to attend the Annual Function.

	Date	Resolution Number
Approved	September 27, 1994	# 571 - Page 5726
Amended	March 17, 2005	# 300 - Page 7904
Amended		