

## Years of Service Award

<b>Reviewed Date</b>	<i>August 8, 2007</i>	<b>Number</b>	<i>HR0301</i>
<b>Revised Date</b>	<i>September 19, 2007</i>	<b>Approved Date</b>	<i>February 26, 1998</i>

### Introduction

The Board of Health believes it is important to recognize the years of service given to the health unit by its employees and its members.

### Purpose

In appreciation of the years dedicated towards achieving the standards of excellence in programs and services for which this health unit is known, awards will be presented as specific milestones are achieved.

### Legislative Authority

N/A

### Policy Definitions and Interpretation

N/A

### Policy

Upon completion of specified years of service, board members and employees will be presented with awards as outlined below. Years of service will be calculated from the first date of appointment and hire to December 31st of each year. Awards and recognition will be distributed at the annual staff winter gala or through the appropriate manager.

### Recognition Awards for Board Members:

Upon appointment	Pin, name on Board of Health scroll (annually)
One term	Certificate gift valued at (\$75), certificate
Two Terms	Gift valued at (\$75), certificate
Upon non-reappointment, having served at least two terms	Engraved gift

**Recognition Awards for Employees:**

Upon hire	SMDHU logo pin given to permanent staff
5 years	Long Term Service Framed Certificate along with selected gift of employee's choice valued at \$25
10 years	Long Term Service Framed Certificate along with selected gift of employee's choice valued at \$75
15 years	Long Term Service Framed Certificate along with selected gift of employee's choice valued at \$125
20 years	Long Term Service Framed Certificate along with selected gift of employee's choice valued at \$175
25 years	Long Term Service Framed Certificate along with selected gift of employee's choice valued at \$250, name on honour scroll
30 years	Long Term Service Framed Certificate along with selected gift valued at \$325
35 years	Engraved gift (\$500) of employee's choice, name on honour scroll, \$50 towards reception in home office, inservice recognition

Upon retirement or resignation, each employee who has been employed by the Health Unit for more than 2 years is eligible for a gift. The Health Unit will provide \$100.00 towards a gift. Further, the Board of Health for the Simcoe Muskoka District Health Unit will provide a contribution to purchase a gift and/or support a retirement dinner for staff members who have been here:

- 5 to 10 years to a combined value of \$100.00
- 10 to 15 years to a combined value of \$200.00
- 15 to 20 years to a combined value of \$300.00
- 20 years plus to a combined value of \$400.00

**Procedures**

1. Human Resources will be responsible for the calculation of years of service and initiation of the appropriate awards.
2. Awards will be distributed at the annual winter gala or at an alternative event. Human Resources will contact those board members and employees who are eligible for an individualized gift and will be responsible for ensuring the gift is ordered and received by the board member or employee.
3. At the annual winter gala, honourable mention will be given to both board members

and employees who have reached the milestones listed above. Employees with 25, 30 or 35+ years of service and board members who will not be re-appointed will receive individual recognition.

4. Service Areas will be responsible for the "home office reception". The \$50 contribution from the Board of Health can be obtained by contacting Human Resources. When more than one reception is planned for a particular office, the money for each individual can be combined to hold one large reception.
5. Employees who feel they have not received the appropriate recognition award may contact their manager or Human Resources.

**Former Simcoe Policy**

*Recognition Awards for Employees:*

5 years	Pin
10 years	Pin, certificate, honourable mention at inservice
15 years	Sportswear gift (\$50), pin, certificate, honourable mention at inservice
20 years	Meal voucher (\$75), pin, certificate, honourable mention at inservice
25 years	Engraved gift (\$150), name on honour scroll, \$50 towards reception in home office, inservice recognition
30 years	Engraved gift (\$250), \$50 towards reception in home office, inservice recognition
35 years	Engraved gift (\$500), name on honour scroll, \$50 towards reception in home office, inservice recognition

**Former Muskoka Policy**

- Regular logo pin given to permanent staff upon hire (\$10)
- Day off with pay anniversary week every 5 years, no money
- Long Term Service plaque at 5 years and updated every 5 years (\$45) - \$50
- 10 yrs - silver logo pin (\$65) - \$100
- 15 yrs - silver engraved pen (\$60) - \$150
- 20 yrs - gold logo pin (\$135) - \$200
- 25 yrs - gold engraved pen (\$110) - \$250
- 30 yrs - \$200 dinner gift certificate \$300
- Upon retirement gold watches (value of \$750) presented to retiree at retirement dinner.

***Related Policies***

N/A

***Related Forms***

N/A

***Final Approval Signature:*** \_\_\_\_\_

Review/Revision History:

February 17, 2000 - Revised

September 19, 2007 – Revised

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