

## TOWN OF PINCHER CREEK

<b>Approved by:</b> Council	<b>Date:</b> January 14, 2019	<b>Policy Number:</b> 112-19
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<b>Reference:</b> Resolution # 19-032 Resolution # 05-362 Resolution # 97-589 Resolution # 97-629 Resolution # 95-366	<b>Date:</b> January 14, 2009 October 24, 2005 October 14, 1997 October 27, 1997	
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<b>Title: TOWN STAFF AND COUNCIL MEMBER RECOGNITION</b>		

### **Policy Statement**

The Town of Pincher Creek will provide recognition for years of service, retirement and Termination of Town staff and Council members for the Town of Pincher Creek.

### **1. Definitions**

- 1.1 The **Town** shall refer to the Town of Pincher Creek
- 1.2 **Councilors** shall refer to members of the Council for the Town of Pincher Creek
- 1.3 **Town Staff** shall refer to work experience students, permanent full time, temporary, casual and seasonal employees of the Town of Pincher Creek.
- 1.4 **Retiring** shall refer to any Town Staff who ceases to be employed by the Town by reason of retirement or resignation or any Councilor who ceases to be a member of the Town Council because of resignation, expiry of term of office and a decision not to run or being unsuccessful in their effort for office in the next municipal election.
- 1.5 **Years of Service** shall refer to number of years of service with the Town as a full time employee.

### **2. Recognition for Retiring Councilors**

- 2.1 Recognition for Councilors to be as follows:
  - 2.1.1 Recognize retiring Councilors when they cease to be a Council member in the form of watch, ring, clock, necklace or other jewelry, all with the Town's logo, up to a value of \$400.00

**3. Recognition for Retiring Town Staff**

**3.1** Recognition for Town Staff to be a plaque and the following:

- 3.1.1 6 – 10 years of service..... \$200.00 gift certificate
- 3.1.2 10 – 15 years of service..... \$300.00 gift certificate
- 3.1.3 16-20 years of service..... \$400.00 gift certificate
- 3.1.4 Over 20 years of service ..... \$600.00 gift certificate

*Recognized in five years increments*

**4. Recognition for Years of Services for Town Staff**

**4.1** Recognition for Town Staff to be a plaque and the following:

- 4.1.1 10 years of service ..... \$150.00 gift certificate
- 4.1.2 15 years of service ..... \$200 gift certificate
- 4.1.3 20 years of service ..... \$250 gift certificate
- 4.1.4 25 years of service ..... \$275 gift certificate
- 4.1.5 30 years and over ..... \$500 gift certificate

*Recognized in five year increments*

*Gift Certificates to be from a local business*

**5. Retirement Celebration Events**

- 5.1.1 10 years to 24 years of service – will receive invitation to annual Christmas Party for special recognition
- 5.1.2 25 years of service ..... up to \$2500
- 5.1.3 30 years of service ..... up to \$3000
- 5.1.4 35 years and over ..... up to \$3500

*Councilor retirement celebrations upon recommendation of Council as per above*

**6. Responsibilities**

**6.1** Town Council to:

- 6.1.1 make recommendations on partial term served.

**6.2** Administrative Manager to:

- 6.2.1 Submit a list of retiring Councilors to Council in November of the year following the general election or the month following the resignation of a Councilor
- 6.2.2 Ensure employment information is available, e.g. years of service, for retiring Town employees

**7. Other**

**7.1** Presentations to Councilors and Town Staff are to be made at a Council meeting or Annual Christmas Party.

**8. End of Policy**