

The Corporation of the Township of North Kawartha

Service Recognition Policy

Item	Details
Status	Draft
Policy Title	Service Recognition
Policy Type	Human Resources and Workplace
Applies To	All Employees and Volunteer Firefighters
Policy Owner	Chief Administrative Officer
Approval Authority	Council
Approval Date	
Effective Date	January 1, 2027
Review Date	
Reference Documents	B-7.0, 99/02 & 22/12
Legislation	

Service Recognition Policy

1. Policy Statement

- 1.1. The Township of North Kawartha recognizes that its employees and volunteer firefighters are its most valuable resource. The Township values the commitment, dedication, and contributions made by individuals throughout their years of service and wishes to formally acknowledge significant service milestones and retirement.
- 1.2. This policy establishes a consistent and equitable framework for recognizing length of service and retirement for all eligible employees and volunteer firefighters

2. Purpose

2.1. The purpose of this policy is to:

- 2.1.1. Recognize and celebrate employee and volunteer firefighter commitment to the Township.
- 2.1.2. Acknowledge significant years of service milestones.
- 2.1.3. Provide retirement recognition for dedicated service to the Township.
- 2.1.4. Promote employee engagement, morale, and appreciation.

3. Scope

3.1. This policy applies to:

- Full-time employees;
- Part-time employees; and
- Volunteer firefighters.

4. Length of Service Recognition

4.1. Eligible employees and volunteer firefighters shall receive recognition upon achieving the following years of service milestones:

Years of Service	Recognition Award
5 Years	\$200
10 Years	\$250
15 Years	\$275
20 Years	\$300
25 Years	\$400
30 Years	\$500

4.2. Presentation

- 4.2.1. Length of service awards shall be presented by the Township at a Council meeting, employee recognition event, fire department function, or other appropriate venue as determined by the Chief Administrative Officer.

5. Retirement Recognition

5.1. The Township shall recognize retiring employees and volunteer firefighters in appreciation of their service and dedication.

5.1.1. Retiring full-time employees shall receive:

- A retirement gift valued at **\$25 for each completed year of service** with the Township; and
- A Certificate of Recognition acknowledging their years of service and contribution to the Township.

5.1.2. Retiring part-time employees and volunteer firefighters shall receive:

- A retirement gift valued at **\$15 for each completed year of service** with the Township; and
- A Certificate of Recognition acknowledging their years of service and contribution to the Township.

6. Eligibility

6.1. Service shall be calculated based on continuous service with the Township.

6.2. Length of service recognition shall be granted upon completion of the applicable milestone year.

6.3. Retirement recognition shall be provided upon an individual's retirement from active service with the Township.

6.4. The Chief Administrative Officer shall determine eligibility in situations where service calculations or employment status require clarification.

7. Administration

7.1. The C.A.O, designate or Human Resources designate, shall be responsible for:

- 7.1.1. Maintaining records of service dates;
- 7.1.2. Tracking employee and volunteer firefighter eligibility;
- 7.1.3. Arranging the purchase of awards and retirement gifts;
- 7.1.4. Preparing certificates of recognition; and
- 7.1.5. Coordinating recognition presentations.

8. Effective Date

8.1. This policy shall take effect upon approval by Council and shall remain in force until amended or repealed by Council resolution.