

 Rainy River District Social Services Administration Board	<b>SECTION:</b> Human Resources
	<b>POLICY TITLE:</b> Staff Appreciation, Service Awards & Retirement
<b>ORIGINAL DATE:</b> October 15, 2015	<b>POLICY AREA:</b> Employee Relations
<b>REVISION DATE:</b> N/A	<b>POLICY NO:</b> HR-3.5
<b>NEXT REVIEW DATE:</b> December, 2019	<b>APPROVED BY:</b> Board Res. #81/15

## Policy

The Rainy River District Social Services Administration Board (RRDSSAB) recognizes and appreciates employee & board members commitment and support to the organization throughout their career or appointment.

Accordingly, recognition of long-term employees/board members and expression of support to employees/board members who face joyful, sorrowful or special occasions in their lives will be provided at the time of the occasion or at an annual RRDSSAB event.

Long term active employees continuing in service and retiring employees will be acknowledged for attaining 5, 10, 15, 20, 25, 30 and 35 years or more of cumulative service with the RRDSSAB or recognized predecessor employer, as applicable.

## Definitions

**Active Employee:** A permanent or casual employee of the RRDSSAB who is continuing service and actively working or on an approved leave.

**Retiring Employee:** An employee who is eligible for their OMERS pension upon their date of departure, per the requirements of the *Ontario Municipal Employees Retirement System (OMERS)*.

**Board Member:** An individual, either elected by the unincorporated electors or appointed by the member municipality of the RRDSSAB to serve as the representative on the RRDSSAB Board.

## Procedure

### Staff Appreciation

1. The Chief Administrative Officer (CAO) or designate will plan an annual staff event collectively or for each of the programs/departments administered by the

RRDSSAB. Board members will be requested to participate in the event and celebrate the work and dedication of the employees of the organization. Annual awards will be provided to staff/board members at this event.

2. Employees who are leaving the organization (i.e. resignation, termination, retirement, contract end) may be recognized for their contribution on or about their last day of employment. A card will be provided to the employee on behalf of the Board, Management and Staff as well as any further recognition designated under years of cumulative service.

**Service Awards**

1. The Chief Administrative Officer (CAO) or designate will ensure a gift recognizing the employee’s/Board members contribution for their years of service or retirement from the RRDSSAB is provided to the employee/Board member, as applicable.
2. Human Resources (HR) will verify eligibility for service awards and provide a list of employees/board members thirty (30) days prior to the planned event to the CAO or designate. Active employees on long-term disability leave (LTD) or workers compensation (WSIB) will be recognized upon their retirement or return to work, as soon as is practicable.
3. HR or designate will purchase, prepare and provide the service awards and/or certificates, to the CAO or designate for presentation.
4. A copy of the service award certificate is retained in the employees/board members Personnel File.

Employee Service Awards

Active Employees continuing in service will be honoured as follows:

<b>Anniversary</b>	<b>Certificate</b>	<b>Value of Gift (not to exceed)</b>
5 years	yes	\$25.00
10 years	yes	\$50.00
15 years	yes	\$75.00
20 years	yes	\$100.00
25 years	yes	\$150.00
30 years	yes	\$200.00
35 years	yes	\$250.00

## Retiring Employees

Employees upon their retirement will be honoured as follows:

<b>Attained Length of Service</b>	<b>Value of Gift (not to exceed)</b>
5 years	\$100.00
10 years	\$200.00
15 years	\$300.00
20 years	\$400.00
25 years & over	\$500.00

## Board Members

A Certificate of Appreciation, indicating the total cumulative years of service will be provided to all Board members leaving the Board, who have served more than one full year.

## **Tribute Awards**

1. Upon notification of a bereavement, birth of a child, or hospitalization of a RRDSSAB employee or Board member, the Chief Administrative Officer (CAO) or designate ensures an appropriate tribute or donation is made on behalf of the RRDSSAB.
  - a) Bereavement: a floral tribute, gift basket or charitable donation in the amount of \$50.00 will be presented on behalf of the Board, Management and Staff to RRDSSAB employees upon the death of an employee's spouse or partner, child, step-child or parent. When an employee is eligible for Bereavement Leave per their respective Staff/Collective Agreement, a sympathy card will be sent to the employee on behalf of the Board, Management and Staff.
  - b) Birth: a floral tribute or gift basket in the amount of \$50.00 will be presented on behalf of the Board, Management and Staff to RRDSSAB employees upon the birth of his/her child.
  - c) Hospitalization: a floral tribute or gift basket in the amount of \$50.00 will be presented on behalf of the Board, Management and Staff to RRDSSAB employees when he/she is hospitalized (for a period exceeding 72 hours) or is recuperating at home following a major surgery or an accident.
2. The Chief Administrative Officer (CAO) or designate is responsible for determining eligibility for tribute awards.
3. HR in consultation with the CAO or designate, will purchase and arrange delivery of tribute awards, as appropriate.