



POLICY NAME:
Years of Service Award Policy
POLICY AREA: Human Resources

POLICY NO: HR25-005
APPROVAL DATE: November 6, 2025
LAST UPDATED:

POLICY STATEMENT

1. The Town of Tisdale recognizes that its success and the quality of services provided to the community are achieved through the dedication, loyalty, and commitment of its employees. To acknowledge these contributions, the Town shall implement a Years of Service Award Program that honours employees who have reached significant service milestones. This recognition reflects the Town's appreciation for long-term commitment and aims to promote morale, retention, and a positive workplace culture.

PURPOSE

2. The purpose of this policy is to establish consistent guidelines for recognizing employees for their continuous service to the Town of Tisdale. The program is intended to celebrate milestones in an employee's career and to demonstrate the Town's gratitude for their ongoing contributions to public service.

SCOPE

3. This policy applies to all permanent full-time and permanent part-time employees of the Town of Tisdale. Casual, seasonal, and contract employees are not eligible for the program.

ELIGIBILITY

4. Employees will be recognized upon completion of the following continuous service milestones with the Town of Tisdale:
 - 5 years
 - 10 years
 - 15 years
 - 20 years
 - 25 years
 - 30 years
 - 35 years and every 5 years thereafter
5. Authorized leaves of absence (e.g., maternity, parental, or medical leave) shall not be considered a break in service.



RECOGNITION

6. Years of Service Awards shall be presented at the annual appreciation supper.
7. Recognition may include:
 - a. A certificate of appreciation signed by the Mayor and Chief Administrative Officer; and
 - b. A commemorative gift.

AWARD VALUES

8. All employees shall be recognized for their years of service with the Town of Tisdale, in five-year increments, with awards valued at a rate of \$10.00 per year of service.
9. All employees who retire from the Town of Tisdale with 10 or more years of service shall receive an award valued at a rate of \$25 per year of service.
10. Award values may be provided as a gift card, merchandise or other approved form of recognition.

REVIEW

11. This policy shall be reviewed every five years or as needed to ensure consistency and relevance.

Mayor

Chief Administrative Officer