

## Service Recognition & Retirement Awards

Policy #: HR.08-03

Sub-Topic: Total Rewards

Topic: Employee Attraction and Retention

Applies to: All Regular Full-Time and Regular Part-Time Employees

### Policy Statement and Strategic Plan Linkages

The Town of Newmarket, the Employer, believes that loyal and committed employees are the basis of our organization. In recognition of their contribution, the Town of Newmarket would like to express its gratitude by honouring major milestones in an employee's service.

### Purpose

This Policy establishes Service and Retirement Awards for qualifying employees in recognition of years of service with the municipality.

### Definitions

**Continuous Service Date:** The first day of employment of the employee's most recent period of unbroken employment.

**Long Term Contract:** Full time contract (35 or 40 hours per week) with a minimum of 12 months in length.

**Milestone year:** Service milestones starting at 5 years, in increments of 5 years to 40 years of service.

**Service Recognition:** Continuous employment of service of 5 years or more.

**Service Recognition Calculation:** The calculation to recognize previous continuous service prior to becoming a regular full-time employee. Service recognition calculation is calculated to the nearest year and month of active, continuous and uninterrupted service.

**Service Recognition Date:** The date used for service milestones as determined through the Service Recognition Calculation or the date in which the employee becomes regular full time or regular part time.

**Years of Service:** Periods of continuous employment or service from the employee's date of hire. Service includes all approved statutory leaves and extensions, approved paid leaves (Sick Leave, WSIB), Long Term Disability and Self-Funded Sabbatical Leave. Unpaid personal leaves of absence will not be included in calculation of years of service.

## Provisions

### Service Recognition

Long term service verification is the joint responsibility of the employee and Human Resources.

Regular full-time and regular part-time employees who have been employed by the Town on a continuous basis for 5 years or more are eligible for service recognition based on the Years of Service definition.

Regular part-time employees' recognition will be determined by the actual continuous service hours, where every 1,820 hours worked will equal 1 year of service.

### Service Recognition Calculation and Date

Casual, Seasonal, Sessional or Contract employees who become regular full-time (without a break in service) will have their previous continuous service with the Town acknowledged through the Service Recognition Calculation.

Where 1,820 hours equals 1 year of service, an employee will receive credit for their service using the actual worked hours, dividing by 1,820, and rounding to the nearest year and month. This service calculation will be used to create the Service Recognition Date, starting with the date the employee became regular full-time and back-dating.

Long-term contract employees who become regular full-time will receive credit for their service using actual worked hours, plus statutory public holidays, and unpaid leaves of absence of up to 15 days.

Full time firefighters will have volunteer firefighter service with the Towns of Newmarket and Aurora considered in the calculation of their years of service.

### Service Award Milestones

Starting with an employee's 5<sup>th</sup> year of continuous service from their Service Recognition Date, and continuing every 5 years thereafter, employee's will receive an award equivalent to the amount indicated on Appendix A for appropriate years of service up to 40 years of service.

The budget and administration for Service Recognition will reside in the Human Resources Department.

### Service Recognition Presentation

Employees will receive their service recognition award by their Supervisor/Manager/Director/Commissioner on or around their service recognition date.

Exception: An employee on an approved leave of absence, paid or unpaid, who reached a milestone year while on leave, will be recognized upon their return to active work.

### Retirement Award Criteria

Upon retirement, employees will receive a retirement gift on behalf of the Town of Newmarket.

The retirement gift value will include a base amount of \$200 plus after 10 years of service, \$10 per year of service. The purchase and choice of gift will be the responsibility of the department from which the employee is retiring.

The funds paid for the gift will be allocated to the budget of the respective department.

### Retirement Award Celebration/Presentation

The Town shall contribute a base amount of \$200 plus after 5 years of service, \$10 per year of service, towards the cost of the venue/facility and all other costs incurred to celebrate and present the retirement award. The funds will be allocated to the budget of the respective department.

The planning and organizing, as required to help cover the function costs beyond the Town's contribution, will be the responsibility of the retiring employee's department.

The Town will acknowledge retirements at Town Hall.

Note: The Town's contribution towards the Retirement Gift and the Retirement celebration cannot be combined for use towards the gift or function.

## **Cross-References**

### **Corporate Policy:**

Self-Funded Sabbatical Leave HR.3-05

Sick Leave Policy #HR.11.04

Vacation Policy HR.3-01

Workplace Safety and Insurance Act Related Absences Policy #HR.11-08

## **Appendices**

Appendix A – Service Recognition Awards

## Contact

Human Resources Department or at [hr@newmarket.ca](mailto:hr@newmarket.ca)

## Details

Approved by: Ian McDougall, Chief Administrative Officer

Approval Date: November 12, 2007

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