



Section 4.0 PAY, BENEFITS AND REWARDS		Subject <i>4.21 LONG SERVICE RECOGNITION</i>	
Page 1 of 1	Board Motion	Initial Effective Date 06 DEC 2017	Last Revised Date 01 JAN 2021

ANNUAL AWARD PRESENTATION

On an annual basis, the Foundation’s sites will recognize its long service employees prior to December 31st of that year. The date and type of function will be at the discretion of the site manager.

Attendance at the function will be open to employees of the Foundation, residents of the Lodge (where applicable) and family members wishing to attend.

Those who leave the employment of the Foundation prior to receiving their long service recognition will be invited back to the function following the date of their resignation.

EMPLOYEE APPRECIATION

Every three (3) years a social evening will be held to recognize staff for long service on a Foundation wide basis.

LONG SERVICE EMPLOYMENT

Long term service is recognized in intervals of five (5) years of uninterrupted and continuous employment with the Foundation in a regular full-time, regular part-time or casual position.

LONG SERVICE AWARD

Employment	Award
5	Certification of Appreciation and Gift – Value \$50.00
10	Certification of Appreciation and Gift – Value \$100.00
15	Certification of Appreciation and Gift – Value \$150.00
20	Certification of Appreciation and Gift – Value \$250.00
25	Certification of Appreciation and Gift – Value \$300.00
30	Certification of Appreciation and Gift – Value \$500.00
35	Certification of Appreciation and Gift – Value \$1000.00
Every additional 5 years	Certification of Appreciation and Gift – Value \$1000.00

The Executive Director will arrange for the purchase of a gift not to exceed the value of the award approved. At the request of the recipient employee, a gift certificate of equal value from a supplier of choice may be purchased and presented.

Employees who will be retiring during the same calendar year or within six (6) months will be receiving a retirement gift and are therefore not entitled to a Long Service Awards gift but will receive their Certificate of Appreciation on their Anniversary Date.

The Board of Directors of the North Peace Housing Foundation will review this policy on a regular basis and may, from time to time, institute changes to the Long Service Awards format and/or certificates and gifts of appreciation.

Approved:

Tammy Menssa, Executive Director

Date: November 05, 2020