

TOWN OF LOCKEPORT

POLICY STATEMENT

Policy # GG - 011

**YEARS OF
SERVICE AWARDS**

**Effective Date:
July 11, 2011**

Revision Date:

Purpose

To establish guidelines for Years of Service Awards

Objectives

The objective of the Years of Service Policy will be to:

1. Show staff appreciation for consecutive years of service
2. As an incentive for a job well done

Policy

The Town of Lockeport shall present Years of Service awards to individual staff members that have completed or will complete, in any calendar year, one of the following categories of service: five years, ten years, fifteen years, twenty years, twenty-five years and thirty years.

The following shall be the guideline used by Council when providing Years of Service Awards:

5 years	Certificate
10 years	Gift with Town logo valued at \$50.00
15 years	Gift with Town logo valued at \$75.00
20 years	Gift with Town logo valued at \$100.00
25 years	Painting/Photo
30 years	To be determined at the time

Years of Service awards shall be presented annually by the Council, at a time determined by Council, for all staff members achieving a Years of Service Award during that calendar year.

The actual years of service shall be determined by the staff member's present cumulative years of employment with the Town of Lockeport as long as employment has been continuous.

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Town Clerk/Treasurer's Annotation For Official Policy Book

Date of Notice to Council Members

Of Intent to Consider (7 days minimum): April 6, 2011

Date of Passage of Current Policy: July 11, 2011

I certify that this Policy was adopted by Council as indicated above.

Joyce Y. Young
Town Clerk/Treasurer

July 12, 2011
Date