
	Title:	Employee Years of Service Recognition Policy		
	Number:	HR-015		
	Revision Date:		Approved by:	Council
	Revision Number:		Area:	Corporate
	Document Type:	Policy	Department:	Human Resources

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1.0 Purpose and Scope

The City of Welland recognizes the dedication and commitment of its employees to the successful operation of the city. We are committed to honouring those individuals at milestones throughout their career, through a recognition program that celebrates their valued service and contribution to the city.


This policy applies to all full-time employees of the City who have achieved a milestone year of service, or who have retired from the city with at least seven (7) years of continuous full-time service.

2.0 Definitions

2.1. Continuous Service – Uninterrupted service (notwithstanding approved leaves) with the City of Welland (the “City”)

2.2. Years of service – recognizes an employee who has 5, 10, 15, 20, 25, 30, 35, 40, 45 and 50 years of uninterrupted full-time service (notwithstanding approved leaves)

2.3. Retirement– When an employee has chosen to leave their position, stops working, and is eligible for and elects to receive their pension

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3.0 Application

3.1. Years of Service Awards and Recognition


Years of Service Awards recognize employees who have dedicated milestone years of service to the city and deserve special recognition and thanks for their contributions.

An annual event to celebrate employees that have achieved a milestone year of service will be held to present service awards and certificates.

Employees who have achieved a milestone year in the current year will be invited to the celebration to be joined by the Mayor, members of Council, the Corporate Leadership Team (CLT), and senior managers.

Years of Service Awards and Certificates will be presented as follows

5 years of service	Service pin/Certificate
10 years of service	Service pin/Certificate
15 years of service	Service pin/Certificate
20 years of service	Service pin/Certificate
25 years of service	Service pin/Certificate and Gift Selection based on a catalogue of gifts established by the city of up to \$500 in value
30 years of service	Service pin/Certificate
35 years of service	Service pin/Certificate
40 years of service	Service pin/Certificate
45 years of service	Service pin/Certificate
50 years of service	Service pin/Certificate

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3.2. Retirement Awards and Recognition

Retirement Awards recognize employees who have dedicated years of service to the city and deserve special recognition and thanks for their contributions.

Retirees will be invited to the annual Years of Service Awards event, in the year of their retirement, to celebrate their milestone and will be joined by the Mayor, members of Council, the Corporate Leadership Team (CLT), and senior managers.

Retirement Awards will be presented as follows

7 years of service or greater	Gift Selection, based on a catalogue of gifts established by the city, of \$500 in value
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Retirees will also be invited to attend an annual gathering to connect with fellow retirees, to be joined by the Mayor, members of Council, and the Corporate Leadership Team (CLT).

3.3. Everyday Recognition

Acknowledging day to day accomplishments in the workplace is a key component of recognition which fosters a culture of employee appreciation, gratitude, and pride. Everyone appreciates being thanked and congratulated for a job well-done

Anyone can recognize a fellow employee. Directors, managers, supervisors, and co-workers are encouraged to appreciate each other's achievements throughout the year. Informal recognition is as easy as a smile, a thank you note, or a small token, and it can be given any time.

Revision History

Date	Description of Change	Initials