



P O L I C Y

Department Administration	Policy No. AD(15)	Page 1 of 2
Policy Title LONG SERVICE RECOGNITON	Date: January 9, 2020	Resolution No. C/13/20

Policy Statement

Lacombe County Council recognizes that our people (Councillors and employees) are our greatest asset and critical to the organization’s success. Lacombe County Council appreciates the commitment and value that long service Councillors and employees provide to the organization.

Guidelines/Procedures

1. County Council will host a social event to honour Councillors and employees for long service with Lacombe County.
2. The Public Relations Committee shall be responsible for organizing a recognition function.
3. All employees, retired employees being recognized, and their guests will be invited to attend the recognition function.
4. There will be no charge to Councillors, employees, or their guests to attend the recognition function.
5. For Councillors and full-time employees service includes the number of calendar years of continuous service with the County including periods of layoff and disability of less than 12 months and approved leaves of absence of less than 12 months. It also includes approved maternity/parental leaves (length of leave in accordance with Alberta Employment Standards).
6. For the purpose of determining years of service for full-time seasonal employees, partial years of service will be counted as a full year of service.
7. Positions in duration of four months or less (i.e. summer seasonal positions) are not eligible for recognition under this policy.
8. For the purpose of determining years of service for year-round part-time employees, years of service will be prorated accordingly to their part time status.
9. The long service recognition award may result in a taxable benefit pursuant to the Income Tax Act. The taxable benefit will be calculated in the pay period following the Long Service Recognition social event or will be on the employee’s T4.
10. Councillors and employees providing long service to Lacombe County shall be recognized in accordance with the following guidelines:

P O L I C Y

Policy Title <p style="text-align: center;">LONG SERVICE RECOGNITION</p>	Policy No. <p style="text-align: center;">AD(15)</p>	Page <p style="text-align: center;">2 of 2</p>
--	--	--

Length of Service	Proposed Award	Value
5 years	• 5 year bronze pin/plaque	• \$200
8 years 2 consecutive Councillor terms	• 8 year bronze pin	• \$300
10 years	• 10 year bronze pin	• \$500
12 years 3 consecutive Councillor terms	• 12 year bronze pin	• \$500
15 years	• 15 year bronze pin	• \$800
16 years 4 consecutive Councillor terms	• 16 year bronze pin	• \$800
20 years 5 consecutive Councillor terms & Staff	• 20 year silver pin	• \$1500
24 years 6 consecutive Councillor terms	• 24 year silver pin	• \$2000
25 years	• 25 year silver pin	• \$2000
28 years 7 consecutive Councillor terms	• 28 year gold pin	• \$2500
30 years	• 30 year gold pin	• \$2500
32 years 8 consecutive Councillor terms	• 32 years gold pin	• \$3000
35 years	• 35 year gold pin	• \$3000
40 years	• 40 year gold pin	• \$3500
45 years	• 45 year gold pin	• \$4000

Approved: May 1, 2001
 Revised: July 8, 2004; April 12, 2007; September 12, 2013; January 9, 2020