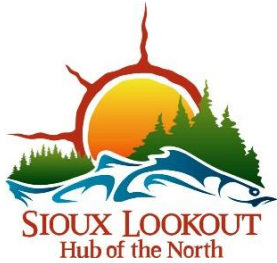


Recognition of Long-term Service and End of Employment



The Municipality of Sioux Lookout Human Resources Policy

Section:	Personnel		
Policy No:	2026-HR-13	Date:	June 1, 2026
Approved by:	CAO	Repeal:	

Purpose

The purpose of this policy is to provide a guideline to formally acknowledge and show appreciation for employees and retirees for their efforts that further the mission and values of the Municipality. This policy describes the process for recognizing individuals at designated years of service, and for celebrating the end of employment through retirement or resignation.

Policy Statement

The Corporation of the Municipality of Sioux Lookout “the Municipality” is committed to recognizing and acknowledging the valuable contributions employees make to the organization at designated service intervals, up to and including retirement, and upon resignation in good standing.

Scope

This policy applies to all regular full-time and regular part-time employees of the Municipality of Sioux Lookout who meet the prescribed criteria for recognition.

This policy shall be reviewed every five (5) years from the date it becomes effective.

General Provisions

Recognition is an essential component of employee engagement.

Practices and activities can influence the organization with the following outcomes:

- Contribute to a positive work environment and enhance workplace culture
- Increase morale and loyalty to the organization
- Encourage creativity and initiative
- Foster professional growth and development
- Improve programs and services
- Reinforce exceptional customer service standards

For any questions or further clarification regarding this policy, employees are encouraged to contact the Human Resources Department.

All funds for recognition and celebration activities under this policy shall be housed within the Human Resources budget.

The Chief Administrative Officer, Mayor, and/or Council may provide alternate direction on the application of this policy on a case-by-case basis.

Part 1 Recognition of Long-term Service

Eligibility

Employees will be eligible for recognition under this policy if they meet the following criteria:

- The employee has completed a minimum of 5 years of continuous service with the Municipality.
- The employee's service record is free from any serious disciplinary issues within the past calendar year.

Long-term service awards will be given to eligible employees based on continuous years of service as outlined below. For employees with more than 30 years of continuous service, awards will be presented every five (5) years.

Full-time Employees

- Completion of 5 years of service: \$50
- Completion of 10 years of service: \$100
- Completion of 15 years of service: \$150
- Completion of 20 years of service: \$200
- Completion of 25 years of service: \$250
- Completion of 30 years of service or more: \$300

Part-time Employees

- Completion of 5 years of service: \$25
- Completion of 10 years of service: \$50
- Completion of 15 years of service: \$75
- Completion of 20 years of service: \$100
- Completion of 25 years of service: \$125
- Completion of 30 years of service or more: \$150

Presentation

Long-term service awards will be presented at the regular Council meeting in December. Recipients who are unable to attend the regular December Council meeting for any reason will receive their award

through interoffice mail. Awards consist of a Certificate of Service, a Municipality of Sioux Lookout pin, and a gift card of choice to a local business or a donation to a recognized charitable organization on behalf of the employee.

Part 2: Celebration of End of Employment

Eligibility

This part of the policy applies to all full-time or part-time employees who:

- Have completed a minimum of five (5) years of continuous service with the Municipality of Sioux Lookout;
- Leave employment through retirement or resignation; and
- Have had no significant discipline within the last calendar year.
- The departure must be considered to be on good terms with the Municipality.

Retirement

The retiring employee must provide notice to the Human Resources Department of the date of retirement in writing. Upon acceptance of the notice of retirement, the employee will receive a curated list of items to choose from as their retirement gift.

The retiring employee will also receive a gift card to a local business of choice, in the amount of \$20 per completed year of employment. Alternatively, employees may elect to have a donation made to a local charity on their behalf for an equal financial value.

In addition, the Municipality will provide \$30 per year of completed service to either the department head from which the employee is retiring or to the Human Resources Department, to host an event celebrating the employee's final day of work.

Resignation

Employees who resign (but are not defined as retired), who have five (5) or more years of service, and whose departure is on good terms with the Municipality, will receive a gift card to a local business of choice, in the amount of \$10 per completed year of employment. Alternatively, employees may elect to have a donation made to a local charity on their behalf for an equal financial value.

In addition, the Municipality will provide \$20 per year of completed service to either the department head from which the employee is departing or to the Human Resources Department, to host an event celebrating the employee's final day of work.

Firefighters

Where the employee who is retiring or resigning is a member of the Fire Department, the Mayor shall present the employee with a Municipal Firefighter plaque and any related Municipal recognition gifts. In times that the Mayor is unable to attend to make this presentation, the Chief Administrative Officer shall do so. In the absence of both the Mayor and the Chief Administrative Officer, the Fire Chief shall make the presentation of all Municipal recognition awards and gifts.