



THE CULTUS LAKE PARK BOARD

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Administrative Policy

Section:	Human Resources	
Sub-Section:	Employee Recognition	
Title:	Service Awards	

RELATED POLICIES

Number	Title

APPROVALS

POLICY APPROVAL:	AMENDMENT APPROVAL:	SECTION AMENDED
Approved by: Cultus Lake Park Board	Amendment Approved by:	
Chief Administrative Officer	Date:	
Date: December 9, 2009		

POLICY

Cultus Lake Park recognizes the contribution of employees who have served the Park for a number of years through the incremental recognition of years of service.

DEFINITIONS

GENERAL

Service Awards

Regular employees achieving the following milestones in service (calendar years) with the Park will receive the following recognition:

SERVICE	GIFT	PRESENTATION
1 Year	Certificate	<ul style="list-style-type: none">To be presented by the Department Manager.
5 Years	Choice of gift via gift certificate (\$50 value)	<ul style="list-style-type: none">To be presented by Chief Administrative Officer and Board Chair at the annual Christmas Party.
10 Years	Choice of gift via gift certificate (\$100 value)	<ul style="list-style-type: none">To be presented by Chief Administrative Officer and Board Chair at the annual Christmas Party.
15 Years	Choice of gift via gift certificate (\$150 value)	<ul style="list-style-type: none">To be presented by Chief Administrative Officer and Board Chair at the annual Christmas Party.
20 Years	Choice of gift via gift certificate (\$200 value)	<ul style="list-style-type: none">To be presented by Chief Administrative Officer and Board Chair at the annual Christmas Party.
25 Years	Choice of gift via gift certificate (\$250 value)	<ul style="list-style-type: none">To be presented by Chief Administrative Officer and Board Chair at the annual Christmas Party.

SERVICE	GIFT	PRESENTATION
30 Years	Choice of gift via gift certificate (\$300 value)	<ul style="list-style-type: none"> To be presented by Chief Administrative Officer and Board Chair at the annual Christmas Party.
35 Years	Choice of gift via gift certificate (\$350 value)	<ul style="list-style-type: none"> To be presented by Chief Administrative Officer and Board Chair at the annual Christmas Party.
40 Years	Choice of gift via gift certificate (\$400 value)	<ul style="list-style-type: none"> To be presented by Chief Administrative Officer and Board Chair at the annual Christmas Party.

With each recognition of service the employee, in addition to the gift certificate, will be given a certificate acknowledging the number of years of service.

Seasonal employees shall receive awards as outlined above based on the equivalent number of hours worked.

The “cutoff date” used to calculate “year’s service” is September 1 of the year prior to the year the service awards Christmas Party is held. For example if the service awards Christmas Party is held December 15, 2009 then the cutoff date used for calculation of the number of years of service is September 1, 2009.

PROCEDURE

Action By:

Action:

For One Year Service Awards:

Manager of Financial Services

- produce the one year anniversary certificate and forward it to the Department Manager on or around anniversary date

Department Manager

- arrange for presentation of the one year certificate within the department

Action By:

Action:

For Five Year + Service Awards:

- | | |
|--------------------------------------|---|
| Manager of Financial Services | <ul style="list-style-type: none">• send, by October 15 of each year, the employees' notice of the service award gift certificate amount and the options for their selection by November 15
• arrange for the purchase of gift certificates
• advise the Chief Administrative Officer of the schedule of service award presentations to be made at the annual Christmas Party |
| Department Manager | <ul style="list-style-type: none">• ensure that recipients of awards are able to attend the presentation |
| Manager of Financial Services | <ul style="list-style-type: none">• forward the service award gift to the Department Manager for any employee unable to attend the presentation |