



Human Resources

Title: Staff and Volunteer Service Recognition Policy	Policy Number: HR-04
Authority: Resolution 2026-216 - July 21, 2026 Council Minutes	Next Review: May 2029

Purpose:

The Town of Carrot River values the dedication and commitment of its staff members and volunteer representatives. This policy establishes a consistent approach to recognizing individuals for their long-term contributions to the organization and community through years of service.

Scope:

This policy applies to:

- All permanent Town staff members, and
- Volunteer representatives appointed by Council to Town committees, boards, or other official roles.

To be eligible for recognition, individuals must have completed a minimum of five (5) years of continuous service to the Town of Carrot River.

Definition of Service:

A year of service is defined as one (1) full calendar year, based on the individual's anniversary date of appointment or hire. Approved leaves of absence (such as maternity/parental, medical, or education leave) will not affect the calculation of service years.

Long Service Awards:

Staff

Long service awards will be provided in the form of gifts up to the following maximum values:

Years of Service	Maximum Gift Value
5 Years	\$75
10 Years	\$150
15 Years	\$225
20 Years	\$300
25 Years	\$375
30 Years	\$450



Volunteer Representatives

Volunteer representatives will receive recognition according to the following schedule:

Years of Service	Recognition Type
5 Years	Certificate of Appreciation
10 Years	Certificate of Appreciation + \$25 Gift Certificate
15 Years	Certificate of Appreciation + \$50 Gift Certificate
20 Years	Certificate of Appreciation + \$100 Gift Certificate
25 Years	Plaque + \$100 Gift Certificate
Retiring after 10+ Years	Plaque

Administration:

The Chief Administrative Officer (CAO) or designate will maintain accurate records of all eligible staff and volunteer service dates.

Administration will coordinate the preparation of certificates, plaques and gifts in line with the approved budget.

Presentations will be coordinated in consultation with Council and event organizers.