

**Village of Belledune**  
**Municipal Employee Recognition Policy**  
**Policy# 2026-02**

**1. Purpose**

The purpose of this policy is to formally recognize and celebrate the dedication, commitment, and contributions of municipal employees. This policy establishes an Employee Service Recognition Program that acknowledges employees for their continuous years of service to the municipality.

**2. Scope**

This policy applies to all permanent full-time and permanent part-time employees of the municipality.

**3. Policy Statement**

The Municipality values the service and loyalty of its employees and is committed to recognizing significant service milestones. Recognition will be provided in accordance with the provisions outlined in this policy.

**4. Eligibility**

1. Employees become eligible upon completion of **five (5) years of service** with the municipality.
2. Additional recognition will be provided for each **subsequent five-year milestone** (e.g., 10, 15, 20 years, etc.).
3. Service tenures do not need to be consecutive.
4. Leaves of absence recognized under employment legislation (e.g., parental leave) will not be considered interruptions of service

**5. Recognition Awards**

**1. Monetary Award**

- Eligible employees will receive a gift card, or equivalent gift, valued at **\$50 for each five years of service** completed.
- The award amounts are incremental based on total years of service:
  - 5 years: \$50
  - 10 years: \$100
  - 15 years: \$150
  - 20 years: \$200
  - 25 years: \$250
  - 30 years: \$300

- Equivalent-value gifts may be offered at the municipality's discretion where a gift card is not preferred or appropriate.

## **2. Public Recognition (Optional)**

- Eligible employees may choose to be recognized publicly at a meeting of Council.
- The employee will be invited to attend an award ceremony where their service milestone will be formally acknowledged.
- Participation in the ceremony is voluntary and not a condition of receiving the award.

## **6. Roles and Responsibilities**

### **Council:**

- Endorses the Employee Recognition Program and its budget allocation.
- Hosts or participates in the optional public recognition ceremony.

### **Chief Administrative Officer (CAO):**

- Oversees administration of the program.
- Ensures eligible employees are identified and notified.

### **Clerk Treasurer / Administration:**

- Tracks employee service dates and milestone eligibility.
- Coordinates award purchasing, presentation, and ceremony arrangements.
- Maintains records of awards issued.

### **Department Managers:**

- Support communication of the program to staff.
- Encourage participation in recognition opportunities.

## **7. Budget and Funding**

Funding for the Employee Service Recognition Program will be allocated annually through the municipal operating budget. The CAO or designate will ensure appropriate budgeting for anticipated recognition awards.

## **8. Privacy**

Employee participation in the public recognition ceremony is optional. Employees who choose not to participate will receive their award privately in a manner determined by Administration. All personal information will be managed in accordance with applicable privacy legislation.

## 9. Policy Review

This policy will be reviewed every **three (3) years** or as required to ensure continued relevance and alignment with municipal priorities and employment practices.

Adopted the 19<sup>th</sup> day of January, 2026

X Angela Buckle  
Angela Buckle  
Clerk Treasurer

X Paul A. Arseneault  
Paul Arseneault  
Mayor

