

TOWN OF GRAND COULEE
Service and Retirement Gift and Recognition Policy

<i>Section</i>	<i>Classification</i>
General Government	Policy
<i>Approved (Date)</i>	<i>Motion No.</i>
September 24, 2024	Res# 2024-173

1. Purpose

This policy establishes a fair and consistent approach to recognizing the long-term service and retirement of Town of Grand Coulee employees and Council Members. The goal is to honor their contributions to the municipality, with flexibility in the form of recognition.

2. Recognition of Service

2.1 Service Milestones

Employees and Council Members will be recognized at five (5) year intervals for their service. Recognition will take place annually during the Town's Harvest Hoedown event.

- Years of Service
 - 5 Years : \$100 gift or gift certificate
 - 10 Years : \$200 gift or gift certificate
 - 15 Years : \$300 gift or gift certificate
 - 20 Years : \$400 gift or gift certificate
- Employees and Council Members will be notified in advance and will have two weeks to select either a monetary award/donation or a gift certificate.

2.2 Council Members Service Recognition

Council Members will receive a recognition gift based on years of service, at \$25 per year served, up to a maximum of \$200.

3. Retirement Recognition

3.1 Employee Retirement

Employees retiring after a minimum of five (5) years of service will be recognized at the Annual Harvest Hoedown . They may select a monetary award/donation or a gift certificate, with a maximum value of \$400.

- Years of Service
- 5 – 9.9 years: \$150
- 10 – 19.9 years: \$300
- 20+ years: \$400

Employees must notify the Administrator of their choice of gift within two weeks.