

Civilian Long Service Awards

Policy Statement

It is the policy of the Regional Municipality of Peel Police Services Board that the Civilian Long Service Awards be used to recognize the long term exemplary service of members of the Civilian bargaining unit. Policy requirements set out in this document shall form part of the Board Policies and the Chief of Police is hereby directed to implement and comply with these requirements in his/her administration and operation of the Peel Regional Police.

Subject

The guiding conditions under which the Board recognizes civilian employees for full-time service in excess of five (5) years.

Policy Requirements

Award Guidelines:

1. That the Board recognizes service of civilian employees in increments of five (5) year periods, from five (5) to thirty-five (35) years.
2. That members of the Civilian bargaining unit may be deemed ineligible to receive an award based on disciplinary issues.
3. That full-time and part-time members of the Civilian bargaining unit are eligible for award recognition based on their service being calculated to include both continuous and broken periods of service.
4. That part-time members of the Civilian bargaining unit are eligible for award recognition based on their service being calculated to full-time equivalency (i.e. their accumulated hours must be equivalent to those worked by a full-time employee).
5. That full-time and part-time members of the Civilian bargaining unit receive credit for service time while on long term disability, to a maximum of 35 weeks.
6. That the Director of Human Resources, through the chain of command, advise the Board annually of the members who meet the criteria for a Long Service Award.
7. That a list of gifts recognizing the five (5) to thirty-five (35) year increments of service be pre-authorized by the Executive Director in conjunction with designated staff.
8. That eligible members of the Civilian bargaining unit be given the opportunity to select a gift from the pre-authorized list for their level of service.
9. That members of the Civilian bargaining unit may purchase replacement pins, at cost, in the event that their original pin was lost or misplaced.
10. That members of the Civilian bargaining unit may purchase pins, at cost, recognizing a length of service had the Board's current Civilian Long Service Awards been in place at that time.
11. That a replacement pin be authorized, at no cost to the member, in the event that a manufacturing flaw has resulted in the loss or breakage of a pin. Replacement is subject to the return of part or all of the defective pin and is subject to the Executive Directors discretion.
12. That the following guidelines be followed in recognition of long service:

Presented by Supervisor:

5 Years Service: Jewelled Stick Pin/Tie Tack

Presented by the Board at the Civilian Long Service Award Luncheon

10 Years Service: Jewelled Stick Pin/Tie Tack & Gift

15 Years Service: Jewelled Stick Pin/Tie Tack & Gift

Presented by the Board at the Exemplary Service Award Dinner:

20 Years Service:	Jewelled Stick Pin/Tie Tack & Gift
25 Years Service:	Jewelled Stick Pin/Tie Tack & Gift
30 Years Service:	Jewelled Stick Pin/Tie Tack & Gift
35 Years Service:	Jewelled Stick Pin/Tie Tack & Gift

Measurement Methods

The Director of Human Resources and/or a designate shall ensure that the appropriate audit systems are in place to ensure that service is calculated accurately.

Reporting

On an annual basis, the Director of Human Resources shall provide the Board with a report of full-time and part-time members of the Civilian bargaining unit who are eligible for Civilian Long Service Awards and their respective lengths of service.

Authority/Legislative Reference

Board Minute

Linkage to Appropriate Police Service Procedure/Directive

N/A