

<p>Category: Human Resources  Policy No.: 1.07  Revisions: Jan. 22, 2020</p>		<p>Pages: 1  Effective Date: Jan. 1, 2017  Report No.: CAO-2016-016,  CAO-02-2020</p>
--	--	---

## Compensation Management-Retirement and Long Service Awards

### Purpose:

The Municipality of Middlesex Centre is committed to recognizing the dedicated service of their employees.

### Scope:

All regular full-time and permanent part-time employees in the Municipality of Middlesex Centre.

### Procedure:

#### Long Service Awards

1. The Municipality will recognize long term service for employees that reach ten (10) years of service, and thereafter in five (5) year increments.
2. The appropriate award shall be ordered for employees based on information received from the department head concerning special interests. The value of the awards shall be based on \$10.00 per year of service for long service employees.

#### Retirement Awards

1. The Municipality will recognize long term service for Employees that retire.
2. The appropriate award shall be ordered for employees based on information received from the Department Head concerning special interests. The value of the awards shall be based on \$20.00 per year of service for retiring employees.

#### Municipal Retirees Organization Ontario

1. The Municipality will pay the one-time \$25.00 MROO membership fee for OMERS retirees.
2. The employee simply completes the enrollment form provided by human resources approximately 45 days prior to retirement. For more information please visit [www.mroo.org](http://www.mroo.org).

All expenses related to this policy will be borne by the Municipality of Middlesex Centre. Anniversary dates of each employee will be reviewed at the beginning of each calendar year to determine the service awards to be presented.