

---

## **The Corporation of the City of Stratford Policy Manual**

<b>Policy Number:</b>	H.1.7
<b>Policy Section:</b>	Human Resources
<b>Department:</b>	Human Resources
<b>Date Adopted:</b>	May 28, 1973
<b>Date Amended:</b>	April 28, 2003, by R2003-235; April 23, 2012, by R2012-160
<b>Scheduled for Review:</b>	
<b>Date of Last Review:</b>	June 2025
<b>Policy Type:</b>	Council-adopted Policy

---

### **Long Service Award**

#### **Policy Statement:**

That the City continue the practice of Long Service Awards for municipal employees achieving 25 years of service with the City of Stratford.

#### **Procedure:**

The employee may choose their award from one of the following options, at a cost not to exceed \$400:

- A \$400 travel voucher from a local travel agency;
- A \$400 gift certificate from a local jewellery store;
- A \$400 gift card at a location of the employees choosing;
- \$400 Downtown Dollars; or
- A charitable donation to the charity of the employee's choice.

All articles are to be selected and ordered through the Mayor's Office.

A presentation will be made to the employee either at a Council Meeting or by the employee's Director, whichever is suitable to the employee.

A municipal employee includes:

- a) All staff of internal City departments reporting to the Chief Administrative Officer of the City of Stratford:

- a. Mayor & CAO's Office
  - b. Human Resources Department
  - c. Stratford Fire Department
  - d. Community Services Department
  - e. Social Services Department
  - f. Corporate Services Department
  - g. Infrastructure Services Department
  - h. Building & Planning Department
  - i. Any other unionized, staff or administrative employee including part time, casual and students
- b) Staff at the Stratford Public Library
- a. If presented at a Council meeting, the CEO of the Library, and the Chair of the Board of Directors (Stratford Public Library Board) will present
- c) Staff at Stratford Police Services
- a. If presented at a Council meeting, the Chief of Police, and the Chair of the Board of Directors (Stratford Police Services Board) will present