
The Corporation of the City of Stratford Policy Manual

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