

YEARS OF SERVICE POLICY

1.0 Purpose

The purpose of this policy is to set guidelines for implementing consistent measures of appreciation for exiting staff.

2.0 Scope

This policy applies to all the Resort Village of Mistusinne's employees.

3.0 Objectives

To ensure a measurable and fair recognition scales for years of service regarding the Resort Village of Mistusinne.

4.0 Policy

4.1 Background

All employees are to be recognized and thanked for their commitment and dedication to this committee once their commitment has expired.

4.2 Principles

1. \$50.00 to be paid after the completion of One (1) year of service.
2. \$10.00 to be paid out for each year of completion beginning with year Two (2).
3. All payment to be paid on a prepaid gift visa and to accompany a thank you card from the Resort Village.

5.0 Related Documents

- None

6.0 Responsibility

Council is responsible for adopting the policy, allocating resources and providing high level oversight of the delivery of the Resort Village of Mistusinne's Years of Service Recognition Plan. The Council is also responsible for ensuring that the Resort Village of Mistusinne's employees feel appreciated and valued upon their departure.

The Administrator has overall responsibility for executing the policy, and delivering the gifts as required.

7.0 Review Date

This policy has a life of 5 years or less, at the discretion of the current Council. It will be reviewed in May of 2026.