



The Corporation of the Municipality of Red Lake

EMPLOYMENT POLICY MANUAL

Subject: Service & Safety Awards	Approval Date: June 19, 2023	By-Law No. 1785-13 <i>Amended by By-Law No. 1887-14</i> <i>Amended by By-Law No. 57-2023</i>
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3.28 SERVICE & SAFETY AWARDS

1. DEFINITIONS

- 1.1 "Casual Employee" is an employee hired to perform call-in work on a daily basis.
- 1.2 "Critical Workplace Injury" shall mean an injury serious in nature that:
 - (a) places life in jeopardy
 - (b) produced unconsciousness,
 - (c) results in substantial loss of blood,
 - (d) involves the fracture of a leg or arm but not a finger or toe,
 - (e) involved the amputation of a leg, arm, hand or foot but not a finger or toe,
 - (f) consists of burns to a jam or portion of the body, or
 - (g) causes the loss of sight in an eye.
- 1.3 "Employee(s)" shall mean all employees of The Corporation of the Municipality of Red Lake.
- 1.4 "Irregular Part-Time Employee" shall mean an employee normally scheduled to work less than twenty-five (25) hours per week.
- 1.5 "Regular Full-Time Employee" shall mean an employee normally scheduled to work at least thirty-five (35) hours per week.
- 1.6 "Regular Part-Time Employee" shall mean an employee normally scheduled to work at least twenty-five (25) hours per week.
- 1.7 "Retired Employee" shall mean an individual no longer under the employment of The Corporation of the Municipality of Red Lake for such reason as retirement.
- 1.8 "Safety Award" shall mean an award presented to employees within the Municipality of Red Lake who have not had a workplace injury or critical injury within the Safety Year.
- 1.9 "Safety Year" shall mean January through December of the same year.
- 1.10 "Seasonal Employee" shall mean an employee hired to perform specified seasonal work for a specified person only; such as a Boat Operator or Arena Maintenance Operator.
- 1.11 "Service Award" shall mean recognition of years of service to the Municipality of Red Lake.
- 1.12 "Temporary Employee" shall mean an employee hired to work on a temporary basis for a pre-determined period of time.



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2. SERVICE/RETIREMENT RECOGNITION – EMPLOYEES

- 2.1 Individual recognition awards shall apply to all affected employees.
- 2.2 Individual awards shall be based on the previous years' service as of December 31st.
- 2.3 Employees shall receive a service award after achieving the following employment milestones with the Municipality: 5 years, 10 years, 15 years, 20 years, 25 years, 30 years, and 35 years.
- 2.4 Employees shall receive a service award equal to \$10.00 for every year of continuous service within the employment milestone.
 - (a) Completion of 5 years of service:
Certificate of 5 years of service, coin, and an award in the amount of \$50.00
 - (b) Completion of 10 years of service:
Certificate of 10 years of service, coin, and an award in the amount of \$100.00
 - (c) Completion of 15 years of service:
Certificate of 15 years of service, coin, and an award in the amount of \$150.00
 - (d) Completion of 20 years of service:
Certificate of 20 years of service, coin, and an award in the amount of \$200.00
 - (e) Completion of 25 years of service:
Certificate of 25 years of service, coin, and an award in the amount of \$250.00
 - (f) Completion of 30 years of service:
Certificate of 30 years of service, coin, and an award in the amount of \$300.00
 - (g) Completion of 35 years of service:
Certificate of 35 years of service, coin, and an award in the amount of \$350.00
- 2.5 Employees receiving recognition for long service from various associations and organizations, of which The Corporation of the Municipality of Red Lake is affiliated, be authorized to travel to the destination where the award is to be presented and that all travel expenses be in accordance with the Municipality of Red Lake's Payment and Remuneration, Per Diems and Expenses By-Law for bargaining and non bargaining personnel.



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- 2.6 Employees retiring from the Municipality will receive an award equal to \$40.00 for every year of continuous service. These awards are eligible for all regular full time, regular part time, irregular, part time and seasonal employees.
- 2.7 Employees retiring from the Municipality may receive a Retirement Celebration to recognize their contributions and achievements. This Event may include ceremonies, speeches, gifts or other forms of acknowledgement as deemed appropriate.
- 2.8 The Retirement Celebration may also include a tiered allowance based on years of service;
 - (a) 5 years of service - \$100.00
 - (b) 6-10 years of service - \$150.00
 - (c) 11-15 years of service - \$200.00
 - (d) 16-20 years of service - \$250.00
 - (e) 21 + years of service - \$300.00

[Note:] The Municipality reserves the right to amend the Employee Recognition section of the policy as necessary.

- 2.9 Administration and/or HR may assist in coordinating the Retirement Event with the assistance of the direct supervisor.

3. SAFETY AWARDS – EMPLOYEES

- 3.1 The Municipality would like to recognize the employees who go the extra mile where it pertains to Health and Safety in the workplace. There are many ways in which an employee can go above and beyond what is expected. This may include a suggestion or action that improves an established process, identification of potential hazards, encouragement and safety leadership in the field, and having a long incident free record.
- 3.2 Awards will be awarded following a lottery fashion. Employees who are currently active in employment at the time of the draw will be entered.
- 3.3 There will be four (4) draws throughout the year; Two (2) draws in July and two (2) draws in January the following year.
- 3.4 Employees who have been involved in a workplace injury and have completed an Accident/ Injury Report between January 1 and June 30 will not be eligible for an entry to the draw for this time period. Employees will be considered eligible in subsequent period.
 - 3.4.1 Two (2) draws for this period will take place within the first week of July.



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- 3.5 Employees who have been involved in a workplace injury and have completed an Accident/ Injury Report between July 1 and December 31 will not be eligible for an entry to the draw for this time period. Employees will be considered eligible in subsequent period.
- 3.5.1 Two (2) draws for this period will take place within the first week of January the following year.
- 3.6 The type of Safety Award will be determined by the Health & Safety Officer.
- 3.7 Employees who are involved in a critical workplace injury during the safety year will be considered ineligible for any draws taking place during that safety year