**The Salvation Army**

**Women’s Counselling Centre**

**POLICIES & PROCEDURES MANUAL**

|  |  |
| --- | --- |
| Section: | Human Resources |
|  |  |
| Date Created: | November 2008 |
| Date Reviewed: | July 2017 |
| Authority: | Director |

# Seniority / Recognition of Service

**Policy:**

It is the policy of this organization to keep track of employment history and recognize years of service.

**Procedure:**

Years of service are tracked through an employee’s Human Resources record. Employees will be recognized for their years of service at year 10, 15, 20, 25, etc. with a certificate. On the recommendation of the Cabinet, the Territorial Commander has agreed to the following guidelines regarding recognition of service for employees:

**1.** **AFTER 10, 15 OR 20 YEARS OF SERVICE**

A ***Certificate of Recognition***, to be signed by:

1.1. The Secretary for Human Resources and the Department Head, for employees at Territorial Headquarters;

1.2. The Divisional Commander, for employees at all other locations.

**2.** **AFTER 25 YEARS OF SERVICE**

2.1. A ***Certificate of Recognition*** to be signed by the Territorial Commander;

2.2. A gift with a value as outlined in the Territorial Operating Policies.

**3. EMPLOYEES WHO COMMENCED WORK PRIOR TO JULY 1, 1980**

In addition to the above, employees who worked for The Salvation Army continuously since before July 1, 1980, (the date of the introduction of the revised

pension plan) will receive ***upon retirement*** an honorarium as per Territorial Operating procedures.

Years of employment for Full Time staff also affect their vacation time. See the Human Resources Section of the Policy and Procedure Manual for the details on employee vacation entitlement.