

<b>Policy Number</b>	007-B-2007
<b>Policy Group</b>	Board of Directors
<b>Policy Name</b>	Staff Recognition
<b>Date of Origin</b>	June 2007
<b>Date Amended</b>	September 2008
<b>Date Reviewed</b>	November 2013, October 2015

**PURPOSE** To acknowledge the dedication of SUN employees.

**SCOPE** Board of Directors

**POLICY STATEMENT** SUN recognizes the importance of acknowledging the hard work and dedication of employees to the organization.

**PROCEDURE** All SUN staff shall be invited to attend SUN Annual Meeting banquets; other related expenses shall not be included.

All SUN staff shall be invited to attend a Board of Directors' hosted event annually in December.

Long term service shall be recognized annually as follows:

- 5 years – \$50
- 10 years – \$100
- 15 years – \$200
- 20 years – \$300
- 25 years – \$400
- 30 years – \$500
- 35 years – \$600
- 40 years – \$700

All SUN staff who are eligible to receive a long term service award shall receive notification of their eligibility in the first week of November. Staff member(s) can choose to have the employer make a donation to a selected charity in the amount of their award or they can choose to have an item purchased by the employer as their award.

Staff member(s) should advise the employer no later than the end of the second week of November so that the employer can make arrangements for the purchase of the gift.



Presentation of the service award will be at the December holiday event. If not in attendance, the eligible staff member(s) will receive their award at the next scheduled Monday Morning Meeting following that December event.

APPROVED