



CIVILIAN LONG SERVICE AWARDS

PSB-HR-001

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Policy Statement

It is the policy of the Regional Municipality of Peel Police Services Board that civilian members of Peel Regional Police are recognized for full-time exemplary service. Policy requirements set out in this document shall form part of the Board Policies and the Chief of Police is hereby directed to implement and comply with these requirements in the administration and operation of the Peel Regional Police.

1. Policy Requirements

It is the policy of the Board with respect to the administration, eligibility and service award level that:

- 1.1. The Board shall retain eligibility and award level control of the recognition of service of civilian employees in increments of five (5) year periods, commencing with five (5) completed years as a full-time employee, save and except the 25 and 35 year civilian service recognition;
- 1.2. Recognition of eligible civilian members who have attained five (5), ten (10), fifteen (15), twenty (20), thirty (30), forty (40) year increments of service be undertaken by the Chief of Police within the parameters as set out in Section 1.12 of this policy, and in a manner the Chief of Police deems appropriate;
- 1.3. Recognition of eligible civilian members who have attained twenty-five (25) and thirty-five (35) year increments of service be undertaken by the Chief of Police (for recognition in a similar manner as awarded to Uniform members, ie. 25 Year Watch and 35 year Ring Ceremony) within the parameters as set in Section 1.12 of this policy, and in a manner the Chief of Police deems appropriate given the recognition afforded Uniform members who have attained 25 and 35 years of service;
- 1.4. The Chief of Police shall retain control of the funds and administration of the civilian service awards;
- 1.5. Civilian members may be deemed ineligible to receive an award in the event the civilian member has any disciplinary record remaining within their personnel file as outlined within the terms of Peel Regional Police policies and the Civilian Collective Agreement under Article 25;
- 1.6. Full-time and part-time civilian members are eligible for award recognition based on their service being calculated to include both continuous and broken periods of service;
- 1.7. Part-time civilian members are eligible for award recognition based on their service being calculated to full-time equivalency (ie. their accumulated hours must be equivalent to those worked by a full-time employee);

- 1.8. An interruption in active service of two (2) consecutive years or more is deducted from the length of service accumulate. This includes long-term disability (LTD), work-related accidents (WSIB) and other absences;
- 1.9. The Chief of Police shall ensure that the appropriate audit systems are in place to ensure that service is calculated accurately;
- 1.10. Civilian members may purchase replacement pins or pendants, at cost, in the event that the original pin or pendant is lost;
- 1.11. A replacement pin or pendant be authorized, at no cost to the member, in the event that a manufacturing flaw has resulted in the loss or breakage of a pin or pendant; and
- 1.12. The guidelines set out below be followed in recognition of long service:
 - 5 Years Service: Pin (one 4-point diamond)
 - 10 Years Service: Pin/Pendant (two 4-point diamonds–choice of white or yellow gold) & \$200 Gift
 - 15 Years Service: Pin/Pendant (three 4-point diamonds-choice of white or yellow gold) & \$275 Gift
 - 20 Years Service: Pin/Pendant (four 4-point diamonds-choice of white or yellow gold) & \$350 Gift
 - 25 Years Service: Watch
 - 30 Years Service: Pin/Pendant/Earrings (six 4-point diamonds-choice of white or yellow gold) & \$400 Gift
 - 35 Years Service: Ring
 - 40 Years Service: Gift from Chief of Police in the maximum amount of \$500

Authority/Legislative Reference

Board Minute – #47/02
Board Minute – #61/05
Board Minute – #19/09
Board Minute - #29/10
Board Minute - #69/11
Board Minute - #63/13
Board Minute - #85/17

Replaces: Civilian Long Service Awards – Adopted 1985/10/04 (*II-T-16*)
Civilian Long Service Scroll – Adopted 1979/04/11 (*II-T-17*)

Linkage to Appropriate Police Service Procedure/Directive

N/A