

Part:	<b>Financial Management and Administration</b>	Number:	<b>4315</b>
Section:	<b>Treasury Board's General Management Policies</b>	Date:	<b>2017-06-01</b>
Subsection:	<b>Allowances, Benefits and Other Employee-related Expenses</b>	Page:	<b>1 of 1</b>
Policy:	<b>Long Service Recognition</b>		

## Long Service Recognition

<b>Objective</b>	<i>The objective is to outline the policy for recognizing employees for dedicated service on their long service anniversaries.</i>
<b>Authority</b>	<i>The Financial Administration Act, 1993, clauses 5(a) and 5(d) and subsection 10(2)</i>
<b>Applicability</b>	This policy applies to ministries and Treasury Board Crowns (see <a href="#">Appendix B Public Agencies</a> ). This includes the funds they administer, except for trust and pension funds.
<b>Background</b>	The Public Service Commission (PSC) coordinates the Long Service Recognition Program for executive government (e.g., coordinates pins and gifts, arranges banquets).
<b>Treasury Board Policy</b>	.01 Long service is recognized at five year milestones with pins or letters or certificates. Long service at 25 and 35 years includes:  25 years - a gift in keeping with tradition (up to \$250) and a congratulatory letter from the Premier. 35 years - a gift in keeping with tradition (up to \$350) and a congratulatory letter from the Premier.
	.02 Employees with 25 or 35 years of service may also be recognized at a long service banquet held in their honour.
<b>Provincial Comptroller Directives</b>	.03 Refer to the Saskatchewan <a href="#">Public Service Commission Human Resource Manual, PS 808-1</a> for information regarding: process, anniversary dates, eligible service, time off for attending the banquet, and reimbursement for related travel and expenses.
<b>References</b>	<a href="#">3005 Refunds to Vote</a> <a href="#">3101 GRF Payment Responsibilities</a>  <a href="#">Saskatchewan Public Service Commission Human Resource Manual, PS 808-1</a>