

# Operating Guidelines

Section: Human Resources

Subject: Service Recognition

Policy #: 325

Date Issued: March 12, 2016

Date Revised: October 3, 2017

## Purpose

To recognize service and dedication to the community.

## Procedure

### 325.1

The Town recognizes that members of the Parry Sound Fire Department provide a vital service to the community that is enhanced through years of dedicated participation.

### 325.2

In recognition of years of service, the Town will, on an annual basis, conducted a Service Awards Presentation meeting and present to each qualified person, in each service category, an appropriate award.

### 325.3

“Years of Service” need not be continuous. Calculation of accumulated service shall be the responsibility of the Fire Chief and are accumulative for years of service within other Fire Departments. These calculations shall be provided annually, in sufficient time to allow for the ordering and preparing of awards. Members of the Fire Department shall continue to be eligible and participate in the Investiture Ceremony conducted by the Fire Marshal’s Office.

### 325.4

Upon the retirement of any Firefighter from active service, it is within the discretion of the Fire Chief to recognize, in an appropriate manner, the contribution of the Retiree, to the Fire Service.