

## **Retirement Acknowledgement Guideline for Employees**

### **Full-time Staff**

Full-time staff are defined as salaried or hourly employees working either 35 or 40 hours/week as defined in their Employment Contract.

### **Part-time Staff:**

Part-time staff are defined as hourly employees hired to work up to 28 hours per week on a regular basis.

### **Retirement Announcements and Celebrations:**

The retirement celebration is intended to celebrate the retiree and should be organized in a customized fashion that supports and recognizes their wishes. Every individual is different and will have varying ideas how they would like to retire from the Town, Management and Staff will respect the retiree's wishes related to any retirement celebrations.

- a) Once an employee has announced their intention to retire and a retirement date has been finalized, the Manager of the department in which the employee works shall be responsible for speaking with that employee regarding how they would like to acknowledge their retirement, celebration planning, announcements etc.. The Manager is also responsible for coordinating a customized personal gift for the retiree. Cash or cash-like gifts (gift cards) are not supported as they are considered Taxable benefits.
- b) It is recognized that the scope of a retirement event will vary from employee to employee. Employees may choose to celebrate with close co-workers only, with all Municipal employees and Municipal contacts, or they may request that acknowledgment of their retirement consist only of a formal announcement to all staff, this is their time and as possible we will endeavor to customize their retirement to their wishes.

- c) **Types of Celebrations/Events**

Celebrations should be respectful to the retiree's wishes and may include any of the following celebration options:

- A lunch/dinner with select close co-workers (as chosen by the retiree)
- A drop-in event at a Town-owned building/hall for staff to offer their congratulations, which may or may not include buffet style meal, cake, speeches

- Other options may be considered upon approval of the Director of Human Resources
- d) All celebrations/events, including the location and format, as well as gifts shall be approved by Human Resources.
- e) The Manager of the department will be the lead in organizing the event, once approved, and with the suggestion of a gift. The HR Department will provide assistance as requested.

f) **Financial Contribution by the Town**

Based on the employees' length of service, the Town will contribute to the cost of the gift as follows:

Less than 10 years:	\$100
10-20 years:	\$250
21-30 years:	\$350
30+ years:	\$500

The Town will also contribute the following amount towards any celebration event:

Less than 15 years:	\$400
15 or more years:	\$800

- g) A retirement event/gift for the members of the Senior Leadership Team will be coordinated by the Senior Leadership Team.
- h) Should an employee request that no formal celebration/event be held, the CAO/ Mayor or Designate/Manager will present them with a gift card for a local restaurant for the amount as indicated in Section (f).
- i) Any other gifts/events above and beyond this policy should be outside of normal work hours and are not funded by the Municipality.

j) **Volunteer Firefighters**

- The Association and Emergency Services Dept. provide a gift to retiring volunteers at the annual Firefighters Appreciation Night. The value of the gift provided by the Town is based on the value the Town used for years of service gifts prior to the current compensation by-law.

10 years:	\$100
15 years:	\$150
20 years:	\$200
25 years:	\$250
30 years:	\$300

The Association would also provide funds towards the gift.

- Long service members are recognized during training with an informal social time and cake.