

RETIREMENT RECOGNITION POLICY

Subject: Retirement

Ref: Staff

Code: 18

Date Approved: 27-April-15

Motion No: 788/27/04/15

Replaces: New

The County of Northern Lights
is committed to recognizing and rewarding the
service of employees at retirement through a
consistent recognition program.

The County of Northern Lights
proposes to do this by adopting this policy
whereby long service employees will be
recognized appropriately at retirement.



Signed:
Chief Elected Official



Signed:
Chief Administrative Officer

PROCEDURE:

The County of Northern Lights has developed a policy intended to recognize long service employees upon their retirement. This recognition will be provided in addition to any long service award or payments provided for under the Collective Agreement.

| <u>Length of Service at retirement</u> | <u>Value of recognition</u> |
|--|--|
| 5 to 14 years of service | Framed Northern Lights print or other print of similar value |
| 15 to 19 years of service | \$ 500 cheque/travel voucher |
| 20 to 24 years of service | \$1,000 cheque/travel voucher |
| 25 to 29 years of service | \$1,500 cheque/travel voucher |
| 30 years plus | \$2,000 cheque/travel voucher |

1. Upon receiving formal written notice of the employee's intent to retire, the Chief Administrative Officer shall authorize the cheque request/travel voucher in the employee's name according to the length of service set out above.
2. A staff luncheon will be arranged, at which the recognition will be provided.
3. Council members will be invited to attend the luncheon and will make the presentation on behalf of the Council.

Note: As these types of payments/vouchers are considered by Revenue Canada to be a taxable benefit, it is recommended that cash be provided and be included on employee's T-4 as a taxable benefit at year end.