



Policy #78
Gifting for Retiring Employees

December 10, 2015 (A)
November 29, 2012

Definitions and Interpretation Rules

Wherever a word is used in this Policy with its first letter capitalized, the term is being used as it is defined in this Section. Where any word appears in ordinary case, its regularly applied meaning in the English language is intended. Defined terms may be used throughout this policy in different grammatical contexts.

“**Recognition Gifts**” shall mean a present given in acknowledgement/appreciation for years of service.

“**Municipality**” shall mean the Corporation of the Township of Minden Hills.

Purpose

The purpose of this Policy is to establish a consistent and fair approach to all gifting for retiring employees from the Township of Minden Hills.

General

The Township of Minden Hills wishes to establish a consistent and fair gifting policy for retiring employees from the Township of Minden Hills.

Scope

This policy shall apply to permanent, full time and part time employees of the Township of Minden Hills, excluding contractors. The years of service of the retiring employee will include all years of service accrued with the amalgamated Townships, if applicable.

Guiding Principles

The following guidelines are for the consistent and fair gifting for retiring employees:

1. That all employee recognition gifts be provided at the annual Christmas Staff Party by the Municipality. Gifts shall be purchased by the Department Head of the retiring employee in the following value amount:

Up to 10 years seniority - \$100.00
11 – 19 years seniority - \$150.00
20 – 24 years seniority - \$200.00
25 years plus seniority - \$350.00

2. The respective departmental budget shall reflect the gift value each year of a known retiring employee.
3. It is acknowledged that any union gift to the retiring employee shall be a separate gift than that outlined in this policy.
4. Staff recognition certificates will be presented at the next earliest Council Meeting where the employee will be recognized by Council for their years of service to the Municipality.

Adopted by Council this 10th day of December, 2015.



Brent Devolin, Reeve



Dawn Newhook, Clerk