



## **Employee Retirement Recognition Policy**

**Approved: 2022-04-19**

***Motioned by Commissioner Van Kroonenburg***

"I move that Village of Bible Hill adopt the Employee Retirement Recognition Policy as amended."

***Seconded by Commissioner Pitcher***

***Motion carried***

## **Purpose**

1. The purpose is to recognize and acknowledge the years of service of Village employees upon retirement.

## **Definitions**

2. In this policy,
  - a. "Clerk and Treasurer" means the person appointed and employed by the village as Clerk and Treasurer as described in the Municipal Government Act.
  - b. "departing employee" means a person employed by the Village whose employment is voluntarily or non-voluntarily terminated by means other than retirement.
  - c. "retiring employee" means a person employed by the Village of Bible Hill in a permanent full-time or permanent part-time capacity who has given written notice to the Clerk and Treasurer that they will withdraw from active working life at least two weeks in advance of their retirement date. The definition does not include any other form of employment resignation.
  - d. "Village" means the Village of Bible Hill.
  - e. "Village Commission" has the same meaning as defined in the Municipal Government Act.
  - f. "years of service" number of complete years of employment between employment start date and retirement date.

## **Principles Supporting Policy**

3. The Village of Bible Hill appreciates continued and dedicated service from employees. Such service is considered to be most effective and efficient in the administration of the Village. As an expression of appreciation, the Village recognizes retirement as a career milestone.

## **Terms of Policy**

4. A retiring employee shall be formally acknowledged by the Village Commission by the award of a mounted certificate in recognition of their years of service during a regular monthly Village Commission meeting.

5. A retiring employee having five years or more of service will have a luncheon social, arranged by staff, for the retiring employee and one guest, staff, and Commissioners, with a Village contribution not to exceed \$300.
6. A retiring employee having ten years or more of service will be recognized by a cash or non-cash award upon retirement as follows (non-cumulative):

<b>Years of Service</b>	<b>Award</b>
10 – 14	\$100 per year of service
15 – 19	\$125 per year of service
20 – 29	\$150 per year of service
30 +	\$5,000 (per CUPE contract)

7. A departing employee is not recognized in this policy.

## **References**

Gifts, awards, and long-service awards. Canada Revenue Agency, December 15, 2017


<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/gifts-awards-social-events.html>

## Policy Document Attestation


Date of notice to Village Commission of intent to consider: 2022-04-12

Date of adoption: 2022-04-19

I certify that this Policy was adopted by Village Commission as documented above:

  
\_\_\_\_\_  
Chair

2022-04-21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Clerk and Treasurer

2022-04-21  
\_\_\_\_\_  
Date