

TOWN OF TWO HILLS



Policy Number: 2008-10

Date of Issue: April 14, 2008

Policy Subject: **EMPLOYEE RETIREMENT RESIGNATION**

POLICY STATEMENT:

The purpose of this policy is to provide a guideline to be followed for all Town employee retirements and resignations.

PROCEDURES:

The Town will recognize the contributions of employees upon resignation or retirement as follows:

- 00 – 04 years Lunch (employee only) + Gift (\$10/year of service)
- 05 – 09 years Lunch (employee only) + Gift (\$15/year of service)
- 09 – 14 years Lunch (employee only) + Gift (\$20/year of service)
- 15 – 19 years Lunch (employee only) + Gift (\$25/year of service)
- 20 – plus yrs. Lunch (employee & spouse & Council) + Gift (\$30/year of service)
- 25 – plus yrs. Retirement Party (by invitation and cost recovery charge set by the Retirement Committee, established from time to time) + Gift (\$30/year of service)

This does not preclude staff from organizing an employee gift or party for individual staff on their own.

This policy will come into effect upon passing by Council and is not retroactive.

MAYOR

ACTING CHIEF ADMINISTRATIVE OFFICER

