

**TOWN OF
AMHERSTBURG**



**POLICY NO.: H01- Retirement Recognition
Celebration**

SOURCE: Council Minutes

SECTION:

DATE ENACTED: January 2, 2002

DATE OF AMENDMENT: July 27, 2009

SUBJECT:

RETIREMENT RECOGNITION CELEBRATION POLICY

INTENT:

To recognize the valuable contribution of employees upon retirement.

SCOPE:

This policy will apply to all employees who have completed at least 10 years of service and retire on an OMERS pension.

PROCEDURE / IMPLEMENTATION:

The Town will host a reception at a local venue of the employee's choice after working hours. The reception will be hosted by the Department of the retiring individual. The Department will be responsible for invitations being extended to Council, family, other retirees, current staff and the press. The cost of meals for the retiree and their immediate family will be paid by the Town.

No formal presentation or speech by the Mayor or designate will take place at the Celebration. Speeches may be made by the Departmental Manager and/or staff.

A formal presentation will be made at a regular Council session as part of the agenda. This presentation will include a plaque recognizing the years of service and a gift of their choice in the amount of \$300 being presented to the retiree. Gifts will be selected by the retiree from the Gift Catalogue and arrangements for delivery and payment will be made by the Human Resources Department. No cash gifts will be allowed. The employee will be responsible to pay amounts over the gift entitlement prior to the celebration should the gift selected be over \$300.

Human Resources will make the necessary arrangements with the retired employee to attend the Council meeting and for this Council presentation to take place on or before the retirement date of the employee.

Council reserves the right to increase the budget and scope of the Retirement Celebration for any Senior Management Staff as they may see warranted.