



CITY OF CORNER BROOK

Policy Statement

Index	Human Resources	Section	Vacations, Holidays, Employee Leave, and Education		
Title	Service Recognition/Retirement	Policy Number	10-01-01	Authority	Council
Approval Date	28 Jul 99	Effective Date	28 Jul 99	Revision Date	14 Feb 01

Purpose:

To ensure that long term service and dedication of City employees is appropriately recognized.

Policy Statement:

The City of Corner Brook is committed to giving recognition for length of service that an employee has with the City and to foster through its management practices, an environment that will encourage long service and stability in the work force.

Definitions:

1. RECOGNITION FOR YEARS OF SERVICE

Upon completion of 25 years of service with the City of Corner Brook, an employee will receive a gift from Council not to exceed the value of \$150.00. It is the preference of Council that this gift be in the form of a watch, as it is a symbol of time served. However, Council recognizes that some individuals, for various reasons, may wish not to be presented with a watch. In such cases a gift certificate from a designated retailer equal to the value of \$150.00 shall be presented to the employee in lieu of a watch. Presentation will coincide with the annual staff Christmas party, at which time all new 25 year service employees will be recognized.

2. RECOGNITION UPON RETIREMENT OF SEVERANCE

The following formula shall be followed to determine the amount of monetary recognition a long term employee of the City shall receive upon retirement or severance:

a) From 10-20 years of service:

- a gift equivalent to approximately three-quarters of one percent of the annual salary of the individual when leaving.

b) Over 20 years of service:

- a gift equivalent to approximately one percent of the annual salary of the individual when leaving.
- the gift shall be presented by the Mayor or a Councillor at a retirement celebration or at annual staff Christmas party.

3. CRITERIA FOR DETERMINING YEARS OF SERVICE:

The individual to be recognized, must have been a member of at least one of the following groups:

- a. CUPE Local 706
- b. CUPE Local 768
- c. IAFF Local 1222
- d. Management

Service shall be defined as the length of continuous time that an individual was considered an employee of the City except for gift giving purposes. Any time lost through reasons of temporary lay-off, illness or injury shall be counted as time served with the City, up to a maximum of 12 months per occurrence. When calculating service for gift-giving purposes, all lost time through temporary lay-off, illness or injury, shall be counted as time served with the City provided that the employee has returned to work.

If an individual was on a leave of absence from the City to attend a registered post-secondary educational institution to take a job-related course, the time absent from work shall be counted as time served with the City provided that the individual has returned to actual service with the City and has worked at least an amount of time that is equal to the time lost since returning. Any time lost through leave of absence for any other reason shall not be counted as time served with the City; however, any time served prior to taking leave shall be counted when calculating years service unless the circumstances give the Chief Administrative Officer reason to determine otherwise.

An individual who has his or her employment with the City severed for any reason and is then rehired at a later date, shall not have the lost time counted as time served with the City nor shall the previous employment period be added to the existing one when calculating years of service. The employee in this instance would in effect be considered as a new employee on the date of rehire. This rule will apply for all calculation purposes relating to severance, seniority, service pay and pension.

For 25 year certificate and gift recognition purposes, all service periods will be counted in calculating years of service. For all other purposes, the rules outlined above are in effect.

Reference:

Approved: 99-79 (2) (28 July 99)
Revised: 01-22 (14 February 01)
CPS99-37 (10 June 99)
Memo: Chow to CAO (29 June 99)
Memo: CAO to Council (30 June 99)
CC00-238(1) (12 Dec 00)
CPS01-07 (c) (16 Jan 01)
CC01-29.3 (24 Jan 01)

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.


MAYOR


CITY CLERK