



# CITY OF CORNER BROOK

## Policy Statement

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<b>Title</b>	Service Recognition/Retirement	<b>Policy Number</b>	10-01-01	<b>Authority</b>	Council
<b>Approval Date</b>	28 Jul 99	<b>Effective Date</b>	28 Jul 99	<b>Revision Date</b>	March 1, 2010

### *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 \$200.00. 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 \$200.00 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. For the 25 year certificate and gift recognition, all service periods will be counted in calculating years of service including time lost through reasons of temporary lay-off, illness or injury up to a maximum of 12 months per occurrence.

#### **2. RECOGNITION GIFT UPON RETIREMENT OR SEVERANCE**

The following formula shall be applied to determine the amount or value of a recognition gift for long term service of an employee 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.
- Ideally the gift shall be presented by the Mayor or a Councillor at a retirement celebration or at annual staff Christmas party. However, where circumstances exist that are not conducive to a formal presentation, the Chief Administrative Officer or applicable Director may present the gift.

### **3. CRITERIA FOR DETERMINING YEARS OF SERVICE (for gift giving purposes only):**

Service, for the purpose of gift giving, shall be defined as the length of continuous time that an individual was considered an employee of the City Any time lost through temporary lay-off, illness, injury or approved educational leave shall be counted as time served with the City provided that the individual has returned to active service with the City and has, since returning, worked at least an amount of time equal to the time lost.

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.

#### ***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)