

STARLAND COUNTY POLICY MANUAL

FUNCTION: Council / Administration

FUNCTION NUMBER: 130

POLICY: Employee Departure Appreciation Gift

POLICY NUMBER: 130-4

DATE: October 10, 2018

Purpose: Starland County recognizes that it is appropriate to recognize long serving employees who depart from Starland County. As part of this recognition a gift may be purchased for the Employee following formal notification of leaving the County's employ, provided they are leaving on good terms and have not been terminated with or without cause by the County.

1.0 Scope All employees who have worked for Starland County with a minimum of ten years of continuous employment.

2.0 Program Details:

1. Written formal notification of leaving is required before a gift will be purchased.
2. In order to be eligible for the employee departure appreciation gift, employment must be continuous. The continuous nature of employment will not be interrupted by leave of absence for maternity or adoption leave, education leave, sick leave, or other breaks in continuous employment authorized by Council. For seasonal employees, to be eligible for the employee departure appreciation gift, employment with Starland County must be continuous on a seasonal basis (ie. the employee must return annually for enough consecutive months totaling 10 or more years to qualify for the gift – employment months from each consecutive year will be added together to establish years of service).
3. The total value of the gift shall be based on \$20 per year of consecutive service.
4. Employees are only eligible for one or the other of Policies 130-4 or 130-5 (Long Service Retirement Gift).

3.0 Funding

In 1999, Mutual Life of Canada converted from a private insurance company to a corporation. The demutualization of Mutual Life of Canada resulted in the issuance of shares in a private company called Clarica Inc., and now known as Sunlife Financial. By virtue of participating in an employee benefit program with Mutual Life, Starland County was issued shares in the new company. The County maintained their share holdings, and established a separate bank account for dividends and interest earned. It is anticipated that this account will fund 100% of the annual cost of the program. In the event that adequate funds are not available for the employee service awards, the Chief Administrative Officer will budget sufficient funds from the general revenues of the County to adequately fund the award program.

4.0 Effective Date:

Employees leaving on or after October 10th, 2018 are eligible for this benefit.

5.0 Policy Amendments:

