

# STARLAND COUNTY POLICY MANUAL

**FUNCTION:** Council / Administration

**FUNCTION NUMBER:** 130

**POLICY:** Long Service Retirement Gift

**POLICY NUMBER:** 130-5

**DATE:** October 10, 2018

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

**1.0 Scope** All employees at or above the age of 55 who have worked for Starland County a minimum of twenty consecutive years.

## **2.0 Program Details:**

1. Written formal notification of retirement is required before a gift will be purchased.
2. In order to be eligible for the long service retirement 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 long service retirement gift, employment with Starland County must be continuous on a seasonal basis (ie. the employee must return annually for enough consecutive months totaling 20 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 retiring employee may be given a gift of cash, based on \$100.00 for every consecutive year of service (ie. 25 years = \$100 x 25 = \$2,500.00). Years of service will be calculated in the same manner as they are for the Employee Recognition Service Awards in Policy No. 130-14. Eligibility will be limited to regular full time employees (salaried and full time hourly) and seasonal employees who qualify.

4. They may also receive a retirement gift (watch, clock, etc.) based on \$20.00 per year of service.
5. Employees are only eligible for one or the other of Policies 130-4 or 130-5.

### **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 Long Service Retirement Award, 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 retiring on or after October 10<sup>th</sup>, 2018 are eligible for this benefit.

### **5.0 Policy Amendments:**

