

Recognizing Service Milestones and Retirements

Original Implementation Date:	2003	Approved by:
Date of Last Revision:	May 19, 2021	Approved by: Jacques Dubé, CAO
Effective Date of Last Revision:	August 12, 2021	Approved by: Jacques Dubé, CAO

1 – Policy Name

Recognizing Service Milestones and Retirements

2 – Purpose

The Municipality is committed to recognizing employees' dedication to public service by celebrating service milestones and retirements.

3 – Objectives

The objectives of this Policy are:

- To positively impact the employee experience through recognition.
- To demonstrate appreciation for employee commitment, service and loyalty to the Municipality.
- To foster a positive work environment.
- To treat employees in a fair and equitable manner.

4 – Scope

The service milestone component of this Policy applies to all permanent employees. The retirement component applies to all permanent employees, except for members of Halifax Regional Police Association (HRPA) and the International Association of Fire Fighters (IAFF), who administer a retirement recognition program specific to their members.

5 – Definitions

In the context of this document:

Service Milestone means the completion of service in 5-year increments.

6 – Roles and Responsibilities

Executive Directors

Executive Directors are responsible for:

- Ensuring proper administration of this Policy and delegating approval authority to directors/managers/supervisors as appropriate.

Directors/Managers/Supervisors

Directors/Managers/Supervisors, who are delegated this authority by the Executive Director, are responsible for:

- Administering the Policy in a fair and equitable manner.
- Considering individual employee needs/preferences.
- Focusing on making the recognition experience meaningful for the employee.
- Demonstrating genuine appreciation for the employee's commitment and contribution to public service.

Employees

Employees are responsible for:

- Communicating their recognition needs to their director/manager/supervisor and notifying directors/managers/supervisors of any issues related to service milestone dates.

Human Resources

Human Resources is responsible for:

- Providing support to business units regarding the fair and equitable administration of this Policy.
- Administering corporate recognition programs.
- Reviewing data on service milestones, confirming the accuracy of the data and providing corrections, as necessary.

7 – Policy Regulations

Service Milestones

- A. An employee being recognized for service milestones of 5, 10, and 15 years will receive a thank you card and a pin denoting the years of service.
- B. An employee being recognized for service milestones of 20, 25, 30, etc. years of service, in increments of 5-years, will be given the opportunity to choose a gift from an online catalogue. Each service milestone gift will fall within the spending guidelines identified below. Service milestone gifts are budgeted at a rate of \$5 per year of service:

Service Milestone	Maximum Gift Cost
20 years	\$100
25 years	\$125
30 years	\$150
35 years	\$175
40 years plus	\$200

- C. No other public funds will be spent on a service milestone gift.

- D. A Service Milestone Recognition event may be held annually, subject to budget availability.

Retirements

- A. A retiring employee will have the opportunity to choose a gift through an online catalogue. The maximum value of the available gift selections is calculated using a pre-determined formula, based on the yearly maximum pensionable earnings (YMPE) as outlined by Canada Revenue Agency (CRA).

Years of Service	Eligibility and Benefit Calculation
10 - 14 years	Upon retirement; 0.25% of the Year's Maximum Pensionable Earnings (YMPE) rounded to nearest \$10
15 - 19 years	Upon retirement; 0.40% of the YMPE rounded to nearest \$10
20 - 24 years	Upon retirement; 0.50% of the YMPE rounded to nearest \$10
25 - 29 years	Upon retirement; 0.65% of the YMPE rounded to nearest \$10
30+ years	Upon retirement; 0.75% of the YMPE rounded to nearest \$10

Example: The Year's Maximum Pensionable Earnings (YMPE) in 2019 was \$57,400. An employee with 22 years' service would receive an award of up to \$290 ($\$57,400 \times 0.50\% = \287 , rounded up to \$290) upon retirement to be used toward a retirement gift from the online catalogue.

- B. The value of the gifts available in the online catalogue will be updated when there has been a cumulative increase in the YMPE which totals at least a \$50 increase to the value of the gifts.
- C. No other public funds will be spent on a retirement gift.
- D. Business units may collect funds from co-workers, sell tickets, etc. to raise funds for a celebration.
- E. No public funds will be spent on alcohol, food, facility rentals or entertainment for a celebration.
- F. Retirement celebrations may be held at a local restaurant, etc. with participants paying for their own meals, etc.

8 – Repeal

NA

9 – Effective Date

August 12, 2021

10 – Related Policies and Practices

Recognizing Employees Guideline

11 – Policy Review

Review every year.

12 – Contact

MyHR@halifax.ca or 902-490-6145.

13 – Attachments

NA