



City of Regina Policies and Guidelines

Policy Title:		Approved by:		Policy #
Guidelines for Department Retirement Functions		Director of Human Resources		012-00
Origin/Authority:	Scope:	Approved:	January 1, 2009	Page #
Human Resources Department	All Employees	Effective:	January 1, 2009	1 of 2
		Amendments:	Not Applicable	
		Review:	January 1, 2011	

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PURPOSE:

To provide departments with guidelines when organizing retirement functions.

SCOPE:

These guidelines are directed towards all departments of the City of Regina with respect to a “going away” function held in honour of individual retiree(s).

POLICY STATEMENT:

The City of Regina, through your departmental budget, may contribute up to one hundred dollars (\$100) per retiring employee to be used to purchase appetizers or other food items for an event that will honour the employee(s) retiring.

- The retirement function should not be held at a private residence.
- If the department chooses to purchase a gift for the individual retiring, it is to be by voluntary donation from staff. Under the Corporate Rewards & Recognition Program, the organization provides gift options for all employees retiring with 10 or more years of service, effective January 1, 2008.
- The retirement event may be held during the regular work day of the work group and should not exceed 2 hours in duration.
- Possible suggestions for a retirement event could include:
 - Work group taking individual retiree(s) out for lunch
 - Coordinate a come and go social at the end of the day (i.e. 3-5 p.m.)
- Alcohol consumption at this event is prohibited.

RESPONSIBILITIES:

All department retirement events/functions must be approved by the Manager or Director of the area.

REVIEW

Policy to be reviewed every 2 years.

REVISION HISTORY:

Replaces Employee Gifts and Awards Policy, Financial Policies & Procedures

REFERENCE RELATED POLICIES

Corporate Rewards and Recognition Program Guidelines