

Policy Title:	Applies to:	Reference #
Years of Service and Retiree Awards	All Employees	136-HR-21
Approved by:	Dates:	Total # of Pages
Director, People & Organizational Culture	Effective:	2
	Last Review:	
	Next Review:	
01-Sept-2021		
N/A		
01-Sept-2024		
Authority:		
People & Organizational Culture		

1.0 Purpose

The City of Regina (City) recognizes the importance of celebrating employee milestones throughout their tenure with the City.

The purpose of this policy is to establish a clear protocol for the Years of Service and Retiree Gifts.

2.0 Scope

This policy applies to all employees working for the City of Regina who become eligible for a Years of Service or Retirement Gift.

3.0 Definitions

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4.0 Policy

Years of Service Gifts

Employees who celebrate a milestone of 5, 10, 15, 20, 25, 30, 35, 40, and 45 years of service are eligible to choose from a selection of pre-determined gift options. Each milestone's gift options fall within the approved budget for that milestone.

5 Year Gift Up to \$40.00 Value	20 Year Gift Up to \$175.00 Value	35 Year Gift Up to \$450.00 Value
10 Year Gift Up to \$75.00 Value	25 Year Gift Up to \$350.00 Value	40 Year Gift Up to \$500.00 Value
15 Year Gift Up to \$125.00 Value	30 Year Gift Up to \$400.00 Value	45 Year Gift Up to \$550.00 Value

P&OC, in cooperation with Communications & Engagement, work together annually to determine and approve the gift options.

Quarter 1: P&OC advises eligible employees and their departments of years of service milestones and employee gift eligibility. Included is a congratulatory letter sent on behalf of the City of Regina with their corresponding gift options. Employees can select from a range of predetermined gift options. Failure to order a gift by the associated deadline may result in an employee forfeiting their gift selection.

Quarter 2: Employee gifts will either be delivered to each department or picked up directly from a third party vendor, depending on the size of the gift options.

**These are target dates and may shift depending on unforeseen circumstances.*

Retirement Gifts

City of Regina employees who retire and has been employed with the City for 10 or more years of continuous service will be eligible for a retirement gift. Retirement gift options are sent out to the retiree along with a congratulatory letter prepared by P&OC. This letter will be sent immediately after receiving the employee exit form to ensure prompt delivery of the gift, ideally while the employee is still active. The retiree is then directed to choose their desired gift directly from our third-party vendor and arranging pick up or delivery. Once the gift is ordered and received, there will be no exchanges or swaps unless the product is damaged.

5.0 Roles & Responsibilities

P&OC is responsible for the administration of this process and policy. All gifts are to be approved by P&OC. Gifts are to be ordered directly from a third-party vendor.

6.0 Revision History

Date	Description of Change	(Re)-Approval Required (y/n)
01-Sep-2021	Initial Release.	Yes