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| Department | Administration | Policy No. | AD 053 | Page | 1 of 1 |
| Policy Title | FAREWELL PROCEDURES FOR EMPLOYEES | | | | |

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| Council Resolution | GM | CC | Cross Reference | Effective |
| No. 489-01 Date: October 9, 2001 | | | | October 9, 2001 |

PURPOSE

Parkland County deems it appropriate to present retirement and farewell gift to employees. This policy provides guidelines and standards for these gifts.

POLICY

As a gesture of employee appreciation, Parkland County will present gifts to employees on their retirement or resignation from the County, as approved by the County Commissioner, provided the employee has provided a minimum of ten years of service and leaves the County's employ in good standing.

PROCEDURES**1. Employee Retirement**

If any employee retires from Parkland County after serving the County for at least ten years, a gift valued at no more than \$50.00 will be presented, and shall be invited, along with his/her immediate family, to attend the annual Service Awards Banquet.

If an employee retires from Parkland County after serving at least twenty-five years of service, a gift valued at no more than \$125.00 may be presented, with the approval from the County Commissioner.

2. Employee Resignation

If an employee resigns for reason other than retirement and has served the County for a minimum of ten years, a gift valued at no more than \$50.00 may be presented, with approval from the County Commissioner.