

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN  
BOARD POLICY**

**POLICY:** Recognition of Service and Retirement

**AUTHORITY:** Board Resolution No. B430/09 dated August 20, 2009.

**POLICY STATEMENT**

The Regional District of Okanagan-Similkameen values the contribution made by those employees and board members dedicated to serving the citizens of the Regional District and believes it beneficial to formally recognize those Members and Employees who contribute to the success of the organization over extended periods of time.

**PURPOSE**

To identify the type of service to be recognized and establish the quantum of reward for each category.

**DEFINITIONS**

**Employee** – means current full-time, part-time and seasonal staff. The policy does not include contractors or short-term employment categories.

**Board Member** – means Members that are directly elected in a rural area or appointed to the Regional District Board of Directors by their municipal council.

**Retiring** – means an elected official who resigns a seat on the Board or is not re-elected or re-appointed or an employee leaving the employment of the RDOS and optioning their pension plan.

**CRA Policy** – means current Canada Revenue Agency (CRA) Gifts & Awards Policy

**Years of Service** – means continuous service or employment from the commencement of the relationship with the RDOS to the day of termination of the relationship. Periods of leave without pay are excluded from the calculation.

**PROCEDURES**

**Elected Official and Employee Service Recognition**

Length of service will be recognized in five year increments beginning with the first five years of employment.

The achievement of each employee's significant employment anniversary will be celebrated at a Regional District function following the date upon which the employee achieves the significant anniversary.

Awards will be presented by the Regional District Chair. Some awards are taxable and will not be topped up to cover any tax implications.

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An employee is entitled to the following service award:

<b>Years of Service</b>	<b>Award Value</b>
Fifth Anniversary	Monetary or gift certificate value of \$100
Tenth Anniversary	Monetary or gift certificate value of \$200
Fifteenth Anniversary	Monetary or gift certificate value of \$300
Twentieth Anniversary	Monetary or gift certificate value of \$500
Twenty-Fifth Anniversary	Monetary or gift certificate value of \$1000
Thirtieth Anniversary	Monetary or gift certificate value of \$1500

Note 1: Awards are subject to CRA Policy

Note 2: Gift Certificates must be purchased within the RDOS

Employees will be informed in October that they are to receive a service award. If any employee chooses the gift certificate they will then have two weeks to inform the Human Resources Manager where they would like the gift certificate to come from and provide any information that would assist in purchasing the gift certificate.

In October of each year, the Human Resources Manager will compile a list of employees that are entitled to service awards and forward the list to the Chief Administrative Officer for approval.

### **Employee Retirement Recognition**

An employee retirement will be recognized when an employee who has completed at least five years of service with the Regional District voluntarily resigns from employment for the purpose of entering into the retirement phase of the employee's life. As a general rule, eligible retirements will not normally occur when an employee is less than 50 years of age.

Past service of every retiring employee to whom this policy applies will be recognized as follows:

- A retirement celebration, as deemed appropriate by the employee's immediate management supervisor will be organized by that supervisor;
- The Regional District will contribute up to \$500 to offset the costs associated with staging the celebration event;
- The Regional District will recognize the past service contribution of the retiring employee by presenting the employee with a retirement gift according to the following schedule:

<b>Years of Service</b>	<b>Gift Value</b>
5 – 9.9 years of service	Monetary or gift certificate value of \$150
10 – 19.9 years of service	Monetary or gift certificate value of \$300
20 – 29.9 years of service	Monetary or gift certificate value of \$450
30 – 39.9 years of service	Monetary or gift certificate value of \$600

Note: 3 Gifts are subject to CRA Policy

Note 4: Gift Certificates must be purchased within the RDOS

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Once an employee has indicated their retirement date, and chooses the gift certificate as their parting gift, they will then have two weeks to inform the Human Resources Manager where they would like the gift certificate to come from and provide any information that would assist in purchasing the gift certificate.

### **Elected Officials**

Each retiring elected official will be presented with a framed picture with a plaque indicating their term of service and will be presented at the Regional District Inaugural Reception following each election.