

Municipal Milestone and Retirement Policy



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Human Resources	May 2, 2023	50-2018	1	4
Subsection	Repeals By-Law Number		Policy Number	
General	Policy HR-1-2		HR-1-2	

POLICY STATEMENT

The City of Kenora is dedicated to acknowledging and appreciating the work of all employees for their service to the City. The City's Leadership, on behalf of the entire workforce, wishes to recognize employees on key milestones and on their retirement from the City of Kenora.

The intent of this policy is to ensure that all employees are honored and recognized for their years of service and as they retire from The City of Kenora.

Purpose

This policy will outline the process for corporately recognizing employee milestones and retirements.

Scope

This policy applies to all employees who are celebrating a milestone or retiring from employment with the City of Kenora.

RESPONSIBILITIES

Human Resources

The milestone and retirement program is administered by Human Resources. The Human Resource Department is responsible for the maintenance of staff records and provides the confirmation for service based milestones and for processing employee retirement.

Employees

Employees are required to submit confirmation of their intention to retire in writing to their supervisor with a copy to Human Resources, a minimum of 60 days prior to their selected retirement date. The written notice should include the following information:

- Confirmation of the employee's intention to retire.
- Confirmation of the selected date of retirement

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Anniversary, Retirement and Resignation Recognitions

- Confirmation if the employee wishes to have their retirement recognized.

Supervisors and Management

Leaders are encouraged to attend and participate in the Staff BBQ and retirement events for their respective staff. Supervisors are encouraged to respect the different ways that employees feel comfortable receiving public recognition and personal celebration and endeavor to recognize the employee's service in a way most appropriate for the retiree. Supervisors can consult with Human Resources as needed.

Council

Council members are encouraged and welcome to attend the Annual Staff BBQ.

APPLICATION

Anniversary Recognition

At the annual City of Kenora Staff Recognition BBQ, Senior Leadership and Council will acknowledge employees who have attained 5, 10, 15, 20, 25, 30, 35, 40 and 45 years of service with the City of Kenora.

5 Years

All employees who have attained five (5) years with the City of Kenora shall receive a milestone award of \$50.00.

10 Years

All employees who have attained ten (10) years with the City of Kenora shall receive a milestone award of \$100.00.

15 Years

All employees who have attained fifteen (15) years with the City of Kenora shall receive a milestone award of \$150.00.

20 Years

All employees who have attained twenty (20) years with the City of Kenora shall receive a milestone award of \$200.00.

25 Years

All employees who have attained twenty-five (25) years with the City of Kenora shall receive a milestone award of \$250.00.

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Anniversary, Retirement and Resignation Recognitions

30 Years

All employees who have attained thirty (30) years with the City of Kenora shall receive a milestone award of \$300.00.

35 Years

All employees who have attained thirty-five (35) years with the City of Kenora shall receive a milestone award of \$350.00.

40 Years

All employees who have attained forty (40) years with the City of Kenora shall receive a milestone award of \$400.00.

45 Years

All employees who have attained forty-five (45) years with the City of Kenora shall receive a milestone award of \$450.00.

Anniversaries

Part-Time

All part-time employees will be recognized for their service at the year of service when their cumulative hours reach each threshold.

Retirement

Definition of a retiring employee is an employee who is terminating their active employment and is eligible for an immediate pension through OMERS (Ontario Municipal Employee's Retirement System)

A retirement award of \$350.00 shall be provided to all employees that have worked for the City of Kenora for a minimum of 10 continuous years.