



Rural Municipality of Meadow Lake #588 Policy

Policy #HR-009

Policy Title: Retirement and Long Term Service

Policy Objective: To establish a Policy on the Long Term Service Recognition and Retirement of Employees from the RM of Meadow Lake	
Authority: Council Resolution #263/17	Dated: July 10, 2017

Background

1. Municipal Employees Pension Plan requires that each municipality must assign the appropriate staff member as the authorized official to complete Retirement Declaration Forms.
2. The RM of Meadow Lake #588 respects and acknowledges the years of service that is given by each employee within the Municipality.
3. The RM may acknowledge their years of service and set a policy to show this acknowledgement. With this the Council may complete a recognition program.
4. There are members of the staff who have provided the RM with many years of service and continue to serve.

Policy

1. Appointments
 - a. The CAO shall be appointed as the representative for the RM of Meadow Lake #588 in completing the Retirement Declaration Forms for all staff members.
 - b. In the case of the CAO retiring, then the Financial Officer shall be the appointed designate.
2. Retirement Recognition
 - a. Provide the employee a Service Award noting the years of Service
 - b. Retired employee and spouse will be invited to the final Christmas Supper.
3. Long Term service
 - a. Gift certificates shall be proved in recognition of service to the Municipalities at the following intervals:

Years of Service	Value of Certificate
25 years	\$250.00
30 years	\$300.00
35 years	\$350.00
40 years	\$400.00

- b. Only employees who reach a milestone would receive the award. The certificate would be for either a local restaurant or a gift card from an established business, at the employee's discretion.

- c. Gift certificates will be awarded at the Christmas function which occurs in December each year, if the employee does not attend, the gift certificate will be given with their next pay period envelope.

A handwritten signature in blue ink, appearing to read "Reeve", is written over a horizontal line.