

Guideline Title:	Applies to:	Reference #
Department Retirement Functions	All Employees	129-HR-09
Approved by:	Dates:	Total # of Pages
Director of Human Resources	Effective:	01-Jan-2009
	Last Review:	08-Jun-2018
	Next Review:	01 Jan-2020
Authority:		
People and Organizational Culture		

1.0 Purpose

To provide departments with guidelines when organizing retirement functions.

2.0 Scope

These guidelines are directed towards all departments of City of Regina with respect to a social function held in honour of individual retiree(s).

3.0 Definitions

NA

4.0 Guidelines

Through your departmental budget, one hundred dollars (\$100) per retiring employee may be contributed for the purchase of food items for an event that will honour the employee(s) retiring.

- The retirement function should not be held at a private residence.
- The retirement event may be held during the regular work day of the work group and should not exceed 2 hours in duration.
- Alcohol consumption at this event is prohibited.
- Possible suggestions for a retirement event could include:
 - Work group taking individual retiree(s) out for lunch
 - Coordinate a come and go social at the end of the day (i.e. 3-5 p.m.)

- These funds are not to be used for the purchase of a gift for the retiree(s). If the department chooses to purchase a gift, it is to be by voluntary donation from staff. Under the Corporate Rewards & Recognition Program, the organization provides gift options for all employees retiring with 10 or more years of service.

5.0 Roles & Responsibilities

All department retirement events/functions must be approved by the Manager or Director of the area.

6.0 Related Forms

NA

7.0 Reference Material

NA

8.0 Revision History

Replaces Employee Gifts and Awards Policy, Financial Policies & Procedures

Date	Description of Change	(Re)-Approval Required (y/n)
01 Jan-2009	Initial Release.	Yes
08 Jun-2018	Update	No