

**Village of Haines Junction**  
**Employee Leaving Service Recognition Policy**  
**Policy #35 – 21**

**Objective:**

This policy defines the Employee Leaving Service Recognition. The policy is designed to recognize and celebrate the service of employees who leave the service of the Village in good standing.

**Parameters:**

The policy is applicable to employees who held permanent full-time, part-time, or seasonal positions.

This policy may be varied by Council Resolution.

This policy is only applicable to those employees who leave the service of the Village in good standing.

This policy will not be applicable to employees who are terminated for culpable behaviour or with whom severance agreements have been made.

Employees will receive:

- A staff luncheon hosted by the Village of Haines Junction;
- A plaque recognizing their years of service; and,
- Full-time permanent employees will receive a cash bonus of \$100 per full year of service as a permanent employee or a gift of the equivalent value as agreed upon by the employee.
- Part-time permanent employees will receive a cash bonus of \$100 per year of service as a permanent employee prorated according to the actual hours worked.
- Permanent seasonal employees will receive a cash bonus of \$100 per season as a permanent employee prorated on the number of months worked each year.

It will be the responsibility of the Chief Administrative Officer to execute this policy.

Adopted by Resolution #142-21 on the 19<sup>th</sup> day of May, 2021.



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Dan Rodin, Chief Administrative Officer



## **Employee Leaving Service Recognition Procedures**

### **1. Luncheon**

- a) All staff will be encouraged to attend the luncheon.
- b) The Mayor or designate will be invited to attend the luncheon on behalf of Council.
- c) The luncheon will ordinarily be held either in Council Chambers or the Grand Hall.
- d) The tables will be set with tablecloths and skirting.
- e) The employee leaving the service will be invited to select the menu from the options offered by the caterer.
- f) Alcohol will not be served at the luncheon.
- g) Known employee dietary requirements will be addressed.
- h) A local caterer will be used whenever possible unless the employee requests otherwise.

### **2. Plaque**

- a) The plaque will have a wood backing.
- b) The employee's name and years of service will be shown on the plaque.
- c) The plaque will be approximately 5" x 7" .
- d) An appropriate sentiment of appreciation will be placed on the plaque under the years of service.

### **3. Cash Bonus or Gift**

- a) Staff will calculate the value of the cash bonus.
- b) If a gift is preferred, the value of the gift may not exceed the value of the cash bonus.
- c) Revenue Canada income tax requirements will be adhered to.