

	POLICY Number: 7311-30-015 Title: Retirement Recognition
Authorization <input type="checkbox"/> President and CEO <input checked="" type="checkbox"/> Vice President, Finance and Corporate Services	Source: Site Leader (SCH)/Director, Volunteer Workforce Cross Index: Date Approved: April 15, 2005 Date Revised: May 19, 2016 Date Effective: September 1, 2016 Date Reaffirmed: Scope: SHR

Any PRINTED version of this document is only accurate up to the date of printing. Saskatoon Health Region (SHR) cannot guarantee the currency or accuracy of any printed policy. Always refer to the Policies and Procedures website for the most current versions of documents in effect. SHR accepts no responsibility for use of this material by any person or organization not associated with SHR. No part of this document may be reproduced in any form for publication without permission of SHR.

DEFINITIONS

Continuous Service means uninterrupted employment with Saskatoon Health Region (SHR) with no permanent break in service.

Manager means out of scope direct report.

Retirement means SHR staff who resign/retire active employment with twenty (20) or more years of Continuous Service.

SHR Staff means permanent full time employees, permanent part time employees, both in scope and out of scope.

1. PURPOSE

The purpose of this policy is to recognize and acknowledge SHR Staff for their length of service and contribution upon Retirement.

2. PRINCIPLES

2.1 SHR appreciates continued and dedicated service.

2.2 In an expression of appreciation, SHR recognizes Retirement as a career milestone.

3. POLICY

3.1 SHR is committed to formal acknowledgement and recognition of SHR Staff for their contribution and Continuous Service on the occasion of their Retirement.

3.1.1 SHR recognizes the original hire date for SHR affiliate staff when they transfer to SHR without a break in service.

- 3.2 SHR celebrates Staff Retirements as follows:
 - 3.2.1 SHR Staff and one guest will be invited to attend the annual *Career Milestone Event* at no cost.
 - 3.2.2 A gift provided by SHR administration.
 - 3.2.2.1 SHR Staff with twenty (20) or more years of service shall be eligible to select a gift with an approximate value of \$250.00 (see procedure).

4. ROLES AND RESPONSIBILITIES

4.1 Managers

- 4.1.1 Notify the Manager, Administrative Services, Saskatoon City Hospital of impending Staff retirements to determine eligibility.

4.2 Manager, Workforce Planning and Employment

- 4.2.1 Prepare a monthly report indicating Staff who have retired in the previous month and send to the Manager, Administrative Services.

4.3 Manager, Administrative Services

- 4.3.1 Coordinate and oversee the Retirement Recognition Program in consultation with the Site Leader (SCH).

5. POLICY MANAGEMENT

The management of this policy including policy education, monitoring, implementation and amendment is the responsibility of Site Leader (SCH)/Director, Volunteer Workforce.

6. NON-COMPLIANCE/BREACH

Non-compliance with this policy may result in disciplinary action up to and including termination of employment.

7. REFERENCES

Employee Recognition. Thompson Rivers University, November 2013.
Long Service Recognition for Employees. City of Grande Prairie, May 13, 2013.
Recognition of Service and Retirement. Regional District of Okanagan – Similkameen Board Policy, August 2009.
Retirement and Long Services. Polytechnic Policy, August, 2010.
Rules for Gifts and Awards. Canada Revenue Agency, December 17, 2014.
The New Face of Long Service Awards. Edenred, 2013.

PROCEDURE

Number: 7311-30-015

Title: Retirement Recognition for Staff

Authorization

- President and CEO
 Vice President, Finance and Corporate Services

Source: Site Leader(SCH)/Director, Volunteer Workforce

Cross Index:

Date Approved: April 15, 2005

Date Revised: May 19, 2016

Date Effective: September 1, 2016

Date Reaffirmed:

Scope: SHR

1. PURPOSE

The purpose of this procedure is to outline the process for recognizing Retirements.

2. PROCEDURE

2.1 AWARD SELECTION PROCESS

- 2.1.1 The Manager, Administrative Services submits names and the residential address of retiring Staff to the vendor as retirement notices are received.
- 2.1.2 Upon receipt of the recipient names, the vendor sends "Gift Selection Procedure" (GSP) letters with login credential for *the Retirement Recognition website* to eligible retirees.
- 2.1.3 Eligible Staff enter the login and password provided in the GSP letter to log in to the Retirement Recognition website to view the catalogue, select a gift, and place the order.
- 2.1.4 During the login process, Staff are prompted to enter an email address (optional) to be used solely for communication pertaining to the retirement award selection and RSVP to the annual celebration hosted annually in June.
 - 2.1.4.1 Residential address confirmation is requested during the online ordering process.
- 2.1.5 Up to three (3) reminder notices are provided via email (if provided) in pre-determined increments (7-14 days) to retirees who have not responded to the GSP letter.
 - 2.1.5.1 One printed reminder notice will be sent to all non-respondents via mail after thirty (30) days of not placing order.
- 2.1.6 Orders are processed bi-weekly and shipped directly to the retiree's home within 4-6 weeks of processing. The Manager, Administration Services will receive order confirmation via email once orders are processed.
- 2.1.7 A final invoice is used with the addition of freight charges and submitted to the Manager, Administration Services to process payment.

2.2 CAREER MILESTONE EVENT – INVITATION PROCESS

2.2.1 SHR's *Career Milestone Event* is held in June of each year.

2.2.2 Staff Retirements that occur up to and including April 30th will be recognized in June of the same calendar year. SHR Staff Retirements that occur on or after May 1st will be recognized in June of the following calendar year.

4. PROCEDURE MANAGEMENT

The management of this procedure including procedures education, monitoring, implementation and amendment is the responsibility of the Site Leader (SCH)/Director, Volunteer Workforce.

5. NON-COMPLIANCE/BREACH

Non-compliance with this procedure may result in disciplinary action up to and including termination of employment and/or privileges.