

EMPLOYEE FAREWELL GIFTS POLICY
Council Policy No. 61/25

POLICY:

That the City of Fort St. John recognize staff who resign/retire in good standing after at least 10 years of continuous employment. Eligible staff will be presented with a gift from the City within the following guidelines:

Resigning Employees

For those employees resigning with continuous service between:

- 10 to 14 years up to \$100.00
- 15 to 19 years up to \$200.00
- 20 to 24 years up to \$300.00
- 25 to 29 years up to \$400.00
- 30 to 34 years up to \$500.00
- 35 years + up to \$600.00

Retiring Employees

For those employees retiring with 10 years of continuous service up to \$200.00 with up to an additional \$50.00 for each year of service thereafter to a maximum of \$1,200.00. (i.e. 15 years – up to \$450.00, 20 years – up to \$700.00, 30 years – up to \$1,200)

Notwithstanding the above guidelines, the Chief Administrative Officer will deal with all exceptional situations. (Note: Employees who are eligible for a retirement gift are not eligible for a resignation gift.) All awards are subject to applicable deductions as per Canada Revenue Agency.