



P O L I C Y

Department Administration	Policy No. AD(14)	Page 1 of 1
Policy Title STAFF RETIREMENT		

Council Resolution No. C/331/08	Date: May 22, 2008	Cross Reference C/220/07	Effective May 22, 2008
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Policy Statement

The Council of Lacombe County wishes to honour employees retiring from or leaving the employment of Lacombe County.

Guidelines/Procedures

1. The County Council will host an annual function to honour employees retiring from or leaving the employment of Lacombe County.
2. The Public Relations Committee shall be responsible for organizing and arranging the annual retirement function.
3. Employees retiring with a minimum of five (5) years of service with Lacombe County will be honoured.
4. Employees leaving the employment of Lacombe County with a minimum of fifteen (15) years of service will be honoured.
5. Employees being honoured will be presented with a service plaque indicating the years of service to Lacombe County.
6. Employees being honoured will be presented with an appropriate gift. The following guidelines are provided to assist in determining a range for an appropriate gift:

5 years	\$ 400
10 years	
15 years	
20 years	
25 years	
30 years	
35 years	
40 years	\$ 2000

7. The retirement function will normally be held in June of each year.