


# POLICY MANUAL

	SECTION	POLICY NO.	PAGE
	PERSONNEL	130-4	1 of 1
	POLICY TITLE	DATE	MOTION NO.
	Employee Departure Appreciation Gift	October 10, 2018	C18-174

## PURPOSE:

Starland County recognizes that it is appropriate to recognize long serving employees who depart from Starland County. As part of this recognition a gift may be purchased for the Employee following formal notification of leaving the County's employ, provided they are leaving on good terms and have not been terminated with or without cause by the County.

### 1.0 Scope

All employees who have worked for Starland County with a minimum of ten years of continuous employment.

### 2.0 Program Details:

1. Written formal notification of leaving is required before a gift will be purchased.
2. In order to be eligible for the employee departure appreciation gift, employment must be continuous. The continuous nature of employment will not be interrupted by leave of absence for maternity or adoption leave, education leave, sick leave, or other breaks in continuous employment authorized by Council. For seasonal employees, to be eligible for the employee departure appreciation gift, employment with Starland County must be continuous on a seasonal basis (ie. the employee must return annually for enough consecutive months totaling 10 or more years to qualify for the gift – employment months from each consecutive year will be added together to establish years of service).
3. The total value of the gift shall be based on \$20 per year of consecutive service, capped at 25 years (\$500).

### 4.0 Effective Date:

Employees leaving on or after October 10<sup>th</sup>, 2018 are eligible for this benefit.

### 5.0 Policy Amendments:

September 13, 2023 (Motion C23-240) – Removed Funding Section and capped the gift value at \$500.