

# Village Of Cache Creek

## Policy No. C-7

### Employee Leaving / Retirement Gifts

**Date Approved by Council:**

November 8, 2005

**Effective:**

November 8, 2005

**Date Amended by Council:**

January 26, 2015

**Effective:**

January 26, 2015

**Policy Statement:**

Full time employees leaving the employ of the Village of Cache Creek shall receive a gift, provided they have worked for a minimum of five years for the Village of Cache Creek. Those employees achieving 5-year increments of continuous employment shall be entitled to a retirement gift based on their years of service.

**Purpose:**

The Village of Cache Creek wishes to recognize the length of service and dedication of employees leaving or retiring.

**Procedures:**

The following table shall be used to determine the value of gifts:

- |                  |                                 |
|------------------|---------------------------------|
| ➤ 5 to 9 years   | \$50.00                         |
| ➤ 10 to 14 years | \$100.00                        |
| ➤ 15 to 19 years | \$150.00                        |
| ➤ 20 Plus        | Up to \$100 per year of service |

Administration staff shall be responsible for recommending a gift to the appropriate Committee of Council.