



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MANAGEMENT POLICY

TITLE: Staff Farewell Functions

NO. M-ADM-05

POLICY:

Management, CUPE Local 374 and IAFF Local 4264 are committed to providing funds for the farewell function of departing employees, either due to retirement or resignation. The cost sharing of funds is based on years of service as set out in this policy.

PROCEDURE:

1. The Employer agrees to absorb the cost of room rental within the Municipal facilities.
2. A department head and union representative from each work environment are to jointly finalize a retirement function.
3. Cost sharing for farewell functions will be as follows:
 - Upon completion of 5 years service and up to a maximum of 10 years service – the Union & the Employer will each contribute \$10.00 for each completed year of service.
*Example - 5.5 years of service = \$100.00
\$50.00 from the Union & \$50.00 from the Employer*
 - Employees with 11 years service or more – Union & Employer will each contribute \$150.00 toward the cost of the farewell function.
*Example – 11.5 years of service = \$300.00
\$150.00 from the Union & \$150.00 from the Employer*
4. The Employer will match the contributions of the Union, to a maximum of what is outlined above.
5. Immediate family members will be invited as guests to the function (spouse/partner, parents and children).
5. Additional guests can be invited, but additional costs are to be assumed by the departing employee.
6. The choice of food will be determined by the Union and the Employer. The costs associated with provision of food will be shared between the parties based on available funds and as set out in number 3 of this policy.

EFFECTIVE DATE:

April 24, 2018

APPROVED BY:

CAO
CUPE Local 374
IAFF Local 4264

STATUS:

Replaces
2000-02

REVIEWED:

August 31, 2010
(original)
Amended June 28,
2017

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7. Consistent with the Policy No. ADMIN - 06 concerning the consumption of alcoholic beverages by municipal employees on municipal premises (before, during or after working hours), it is understood that alcohol may not be consumed at farewell functions unless the event is properly licensed for alcohol and provided of course that employees who choose to consume alcohol are off-duty and not required to report to work soon thereafter and where they perform a safety sensitive function (i.e. - operating equipment, tools or vehicles, life-guarding or rescue services to patrons/public, working with vulnerable customers including but not limited to children/minors etc.).

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