



HUMAN RESOURCE POLICY

8.0 EMPLOYEE RECOGNITION
8.02 RETIREMENT

Purpose

To acknowledge and thank retiring Saskatchewan Information and Privacy Commissioner (IPC) employees for their service.

Application

This policy applies to all IPC Staff and the Commissioner

Policy

1. The IPC will honour retiring employees (age 50 and over) who have 10 or more years of *eligible service with the IPC.
2. Retiring employees with 10 or more years of eligible service will be honoured with a gift valued at \$10 per year of service.
 - The Director of Operations will verify eligible service and advise the Supervisor, retiring employee and Commissioner of the amount of the entitlement.
 - To receive the retirement gift, the employee can purchase a gift or gifts (subject to maximum entitlement amount) and submit the original receipt(s) to the Director of Operations for reimbursement. The employee will forfeit any amount of the entitlement which is not spent.
 - The cost of the retirement gift will be paid through the IPC budget.
3. Retiring employees with 10 or more years of eligible service will be honoured with a retirement function (if they choose). The maximum allowable amount for a retirement function shall be \$500. The cost of the retirement function will be paid through the IPC budget. For information on process and guidelines on eligible expenses, see Retirement Function Guidelines.

*The IPC will utilize the same definition as the Public Service of Saskatchewan in determining eligibility of public service for employee recognition on retirement. See IPC Policy 8.01 Long Service Recognition.

Authority

The Freedom of Information and Protection of Privacy Act, section 43

Influencing Source

Saskatchewan Public Service Human Resource Manual – Section 808-2
Legislative Assembly Service Human Resource Policy 8.2