



EMPLOYEE ANNIVERSARY-RETIREMENT POLICY

Date Issued: 5 January 2005
Revised: 31 March 2005

GUIDELINES FOR LEAVING/RETIRING STAFF AND STAFF ANNIVERSARY DATES AND OTHER POSSIBLE CELEBRATIONS

LEAVING/RETIREMENT FROM THE WDM

Same rule applies to permanent as well as part time staff, contract people and summer staff.

1. Value of gift:
\$ 10.00 per years of service (years of service determine the maximum value)
Less than one year - a WDM book - ie - Museum Gold.
2. How is it paid for?
For a person between 0 and 4 years - the department or branch to cover cost.
For a person 5 years or more - WDM Administration to cover cost.
3. Value of function:
\$ 25.00 after the first year, plus **\$ 5.00** per year thereafter (years of service determine the maximum value)
4. How is it paid for?
For a person between 0 and 4 years - the department or branch to cover cost.
For a person 5 years or more - WDM Administration to cover cost.
5. Who is responsible:
WDM Administration and/or employee's immediate supervisor.

ANNIVERSARY WITH THE WDM

The following milestones will be celebrated - 5th, 10th, 15th, 20th, 25th, 30th.

1. Value of Anniversary gift -

5th year – 5 year pin and Certificate of Appreciation
10th year - 10 year pin and Certificate of Appreciation

15th year - 15 year pin and Certificate of Appreciation

20th year - 20 year pin and Certificate of Appreciation.

25th year - 25 year pin, Certificate of Appreciation, individual acknowledgement in local paper, gift (in keeping with the WDM) to a maximum of \$ 250.00

30th year - 30 year pin, Certificate of Appreciation, individual acknowledgement in local paper, gift (in keeping with the WDM) to a maximum of \$ 300.00

2. How is it paid for?
WDM Administration to cover.
3. Anniversary function
In June of each year a pin and certificate presentation, with cake and coffee, will be held at each location, for staff who will reach the 5, 10, 15, 20, 25 and 30 years of service in that calendar year. In addition, a separate event and gift presentation will be held for those employees completing their 25 and 30 years of service. This event will be held as close to the anniversary date as possible. The maximum for each event will be \$50.00.
4. How is it paid for?
WDM Administration to cover.
5. Who is responsible:
WDM Administration along with the employee's immediate supervisor.
6. In June of each year, the WDM will run an ad in all local branch newspapers, acknowledging staff (permanent and part-time) in the 5, 10, 15, 20, 25 & 30 year-of-service categories with the WDM. This ad will list only employee names and anniversary categories. In addition, for 25 and 30 years-of-service, an ad will be placed, including a photograph of the employee, as close to the anniversary date as possible, in the local paper in the city they are employed. Cost to be covered by WDM Administration.

Miscellaneous:

1. If someone wishes to decline either function and/or gifts, they should be allowed to do so.
2. No additional funds may be added to the dollars values stated in these guidelines for the value of the gift and/or function.
3. If employees wish to hold an additional celebration from what is stated in these guidelines they must be held outside of normal hours of operation at their own expense.
4. Any travel associated with a function will be covered by the department or branch

having to do the travelling.

5. Other possible celebrations - practice of cakes to celebrate a person's birthday not take place as it appears to be selective on who receives them; baby/wedding showers must be held outside of normal hours of operation at their own expense.