

POLICY: **RETIREMENT**

POLICY #: **B-HR-16**

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COMMITTEE:	Human Resources Committee	PASSED:	May 14, 2009
TOPIC:	Retirement	AMENDED:	28 April 2016
		REVIEW PERIOD:	As required.

## PURPOSE

The purpose of this Policy is to clarify that employees may voluntarily retire at any point after reaching age 55, and that the Library Board shall acknowledge retirements with a retirement gift.

## SCOPE

The Policy applies to all Library employees.

## POLICY STATEMENT

The Library acknowledges the rights of employees to voluntarily retire at any point after reaching age 55 except in instances where mandated retirement is justified by age-related bona fide occupational requirements.

The Director of Library Services has the discretion and ability to approve retirement gifts from the Library Board within these guidelines:

- Staff members who retire after 9-15 years: a gift between \$100-150
- Staff members who retire after 16+ years: a gift between \$150-250

The Director of Library Services shall inform the Library Board at its next Board meeting of all retirement gifts presented to staff members on behalf of the Board. Gifts from the Board are only given to staff members when they retire.

## RESPONSIBILITIES

The Board is responsible for maintaining this Policy.

The Director of Library Services is responsible for administering this Policy.