

 <b>DRYDEN</b>		<b>POLICY</b>
<b>SECTION: HUMAN RESOURCES</b>		<b>NO: HR-RE-02</b>
<b>REFERENCE: RETIREMENT</b>		<b>Date: June 24, 2020</b>
		<b>NEXT REVIEW: June 2022</b>

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## **TITLE: RETIREMENT BENEFITS**

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### **1. 0 OBJECTIVES**

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- 1.1 The purpose of this policy is to outline benefits available to those employees who retire with the City of Dryden.
- 1.2 This policy shall apply to all non union employees [unless as otherwise noted in Section 6.0 - RETIREMENT GRATUITITES – UNION EMPLOYEES (IBEW LOCAL 1730)] retiring after September 1<sup>st</sup>, 2005.
- 1.3 This policy shall apply to all non union employees with a minimum of 5 years' service with this municipality.

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### **2. 0 NORMAL RETIREMENT DATE**

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- 2.1 An employee's normal retirement date shall be last working day of the month in which the employee reached his/her 65<sup>th</sup> birthday except for employees of the Corporation's Police and Fire Services, whose retirement date shall be the last working day of the month in which the employee reached his /her 60<sup>th</sup> birthday.
- 2.2 All earned vacation leave for a retiring employee shall have been taken prior to the date of retirement as defined in 1.1 above. Total vacation entitlement, and/or time off in lieu of overtime as applicable, will be established together with the date on which such leave must commence so as to be completed by the employee's retirement date. This information shall be provided the employee's immediate supervisor.
- 2.3 In the event that illness or other unavoidable circumstance shall prevent an employee from taking all earned vacation prior to his/her normal retirement date, any unused entitlement shall be paid in cash on that employee's normal retirement date.

## Retirement

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### **3.0 EARLY RETIREMENT DATE**

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- 3.1 In the case of an employee who takes retirement prior to his/her normal retirement date rather than at age sixty five, the effective date for this early retirement shall be the last working day of the month which he/she has selected for retirement. Earned vacation and/or overtime shall be paid in cash on the employee's selected retirement date if such leave cannot be scheduled and taken prior to the retirement date.
- 3.2 Employees who take an early retirement under the provisions of OMERS qualify for benefits, conditional to:
- 3.2.1 The employee must have been a member of the benefit plans for a period of twelve (12) months prior to retirement.
- 3.2.2 The employer contributes one hundred percent (100%) of the cost of the benefit premiums.
- 3.2.3 This benefit will apply to the age sixty five (65) or the expirations of five (5) years whichever occurs first. Benefits include the following:
- (a) Group Life Insurance;
  - (b) Semi-Private Coverage;
  - (c) Extended Health Plan; and,
  - (d) Dental Plan.
- 3.3 The employer will administer the above benefits for retired employees up to the age of sixty five (65). All cost for benefit premiums after five (5) years of retirement are to be paid in full by the retired employee.

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### **4.0 RETIREMENT GRATUITIES – SUPERVISORY PERSONNEL**

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- 4.1 The City of Dryden may host a function, to be organized by the Administration Office, in honour of retiring supervisory personnel together with the purchase of an appropriate gift in the amount of five hundred dollars (\$500.00) maximum, adjusted as necessary to appropriately recognize the term of service. The cost of the function including the gift is not to exceed fifteen hundred dollars (\$1,500.00).
- 4.2 Guest lists for retiring supervisory personnel may include the following:
- (a) Supervisory staff;
  - (b) Retiree's spouse or partner, children and parents;

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## Retirement

- (c) Members of Council;
- (d) Media; and,
- (e) Other.

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### **5.0 RETIREMENT GRATUITIES – SUPPORT STAFF**

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- 5.1 The City of Dryden may host a function, to be organized by the Administration Office, in honour of retiring support staff personnel together with the purchase of an appropriate gift in the amount of three hundred fifty dollars (\$350.00) maximum, adjusted as necessary to appropriately recognize the term of service. The cost of the function including the gift is not to exceed one thousand dollars (\$,000.00).
- 5.2 Guest lists for retiring support staff personnel may include the following:
- (a) Supervisory staff;
  - (b) Retiree's spouse or partner, children and parents;
  - (c) Members of Council;
  - (d) Media; and,
  - (e) Others.

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### **6.0 RETIREMENT GRATUITIES – UNION EMPLOYEES (IBEW LOCAL 1730)**

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- 6.1 Employees retiring under the provisions of OMERS will receive a retirement gratuity based on the following formula:
- 6.1.1 Union Employees
- (a) Employees with up to twenty (20) years of service will receive a cash contribution in the amount of two hundred dollars (\$250.00).
  - (b) Employees with more than twenty (20) years of service will receive a cash contribution in the amount of three hundred fifty dollars (\$350.00).
  - (c) Cash contribution for the purpose of this section means a donation of a gift of that value or a contribution to the organizers of a retirement party towards the purchase of an appropriate gift.
  - (d) All other retirement benefits for union IBEW Local 1730 employees are as per the current Collective Agreement.

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## Retirement

History			
<b>Approval Date:</b>	October 3, 2005	<b>Approved by:</b>	Council Resolution
<b>Amendment Date:</b>	July 28, 2020	<b>Approved by:</b>	CAO
<b>Amendment Date:</b>		<b>Approved by:</b>	
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