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RETIREMENT AWARDS

PURPOSE

1. On the occasion of employee retirement, the Government of Nunavut (GN) honors and celebrates the commitment and dedication of retiring employees to the Public Service.

APPLICATION

2. These guidelines apply to all employees

DEFINITIONS

3. **GN Service** means
 - (1) employment with the GN or
 - (2) employment with the Government of the Northwest Territories, provided that the employee was employed in the Public Service on April 1, 1999.
4. This service includes casual employment if it preceded regular employment with no more than a twenty (20) day break. It also includes all periods of employment in cases where an employee was terminated for reasons other than dismissal, abandonment of position or rejection on probation.
5. **Non-Cash Award** means an award excluding cash or items that are equivalent to cash such as gift certificates or vouchers.
6. **Public Service** means the Public Service of the Government of Nunavut, as defined in the *Nunavut Public Service Act*.
7. **Retirement** means resignation of employment with the Government of Nunavut with entitlement to an immediate annuity under the Public Service Superannuation plan.



PROVISIONS

8. Length of GN Service (completed years) is used to determine an employee's retirement award entitlements.
9. The Deputy Minister of Human Resources will have final authority regarding any disputes concerning an employee's length of GN Service.
10. Employees retiring from the GN are given a retirement certificate and award with entitlements outlined as follows:

Completed Years of GN Service	Retirement Awards	Maximum GN Contribution Towards Retirement Event
1 to 19 years	Framed Certificate of Appreciation	
20 to 24 years	Framed Certificate of Appreciation and a \$125 gift	\$25 x completed years of GN Service
25 to 29 years	Framed Certificate of Appreciation and a \$225 non-cash award	\$25 x completed years of GN Service
30 years or more	Framed Certificate of Appreciation and a \$300 non-cash award	\$25 x completed years of GN Service

11. Certificates will be signed as follows:
 - 1 to 19 years – Deputy Minister of Human Resources
 - 20 to 29 years – Minister of Human Resources
 - 30 years + – Premier
12. Retirement award events are intended as a celebration of the occasion and should therefore be arranged as a department function when possible.



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13. Retirement awards do not include any travel costs for employees to attend a retirement event.
14. Employees will be given reasonable time off with pay in order to attend the retirement event if it occurs during regular working hours.
15. GN contributions towards a retirement event will be used exclusively for that purpose.
16. The purchase of alcoholic beverages is not an eligible expenditure
17. The department verifies the length of GN Service of the retiring employee to determine award entitlement.
18. The department notifies the Department of Human Resources (Manager, Health, Safety and Wellness) of the employee's pending retirement and provides the correct spelling of the employee's name and his/her number of years of GN Service.
19. If there is a discrepancy between the employee's date of hire as it appears in the GN payroll/human resources information system and the employee's actual length of GN Service, the department must provide supporting documentation to the Department of Human Resources.
20. If the employee is retiring with less than 20 years of GN Service, the department must provide the Department of Human Resources with a minimum of 1 month's notice, to provide sufficient time for the issuing and delivery of the certificate to the department.
21. If the employee is retiring with 20 or more years of GN Service, the department must provide the Department of Human Resources with a minimum of 2 month's notice, to provide sufficient time for the issuing and delivery of the certificate to the department.
22. Departments are responsible for:
 - Verifying accuracy of employee's length of GN Service
 - Notifying the Department of Human Resources of an employee's retirement within prescribed time frame and providing
 - Organizing and funding the retirement event
 - Consulting with recipient to ensure suitability of retirement event and non-cash award
 - Purchasing the non-cash award

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23. The Department of Human Resources is responsible for issuing the certificate and distributing it to the department.

AUTHORITIES AND REFERENCES

24. Financial Administration Manual
FAM Directive 811

CONTACTS

25. For clarification or more information on this topic contact:

Wellness Coordinator
or
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975-6237