



AB80

TERMINATION OF EMPLOYMENT

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Effective Date: 01 January 1996
Revised Date: 14 March 2012
Last Reviewed Date: 02 July 2015

POLICY

1. Employees intending to resign or retire shall submit their notice of resignation or retirement in accordance with this policy.

REASON FOR POLICY

2. To provide administrative direction for employees of the Delta Police Department ("Department") considering resigning or retirement.

PROCEDURES

Resignation

3. For the purpose of this policy, resignation refers to employees who have not reached the minimum retirement age according to the Municipal Pension Plan or who have reached the minimum age but who will not receive a Municipal Pension.
4. Employees intending to resign must provide a minimum of two (2) weeks written notice to the Chief Constable and a copy of the notice to the Inspector of Human Resources and Administration or Staff Sergeant of Human Resources and Administration.

Retirement

5. For the purpose of this policy, retirement refers to employees who have reached minimum retirement age according to the Municipal Pension Plan and who will receive a Municipal Pension.
6. In order to facilitate succession planning, employees are requested to provide thirty (30) days written notice of retirement to the Chief Constable and a copy of the notice to the Inspector of Human Resources and

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- Administration or Staff Sergeant of Human Resources and Administration.
7. Notwithstanding the above, to facilitate succession planning sworn members are encouraged to give at least six (6) months' notice of their intention.
 8. Upon a member's retirement, the Chief Constable may allow a retired member to wear the Department uniform on specified occasions. Such approval must be in writing.
 9. Upon written application to the Chief Constable, a member who retires or has twenty (20) completed years of satisfactory service, may be issued with a miniature police badge and an appropriate retirement identification card.

Acknowledgement of Notices

10. The Chief Constable or delegate will provide the employee with a written acknowledgement of the notice and forward a copy of the acknowledgement for inclusion in the employee's personnel file.

Conclusion of Benefit Coverage at Termination, Retirement or Resignation

11. Benefits will be provided in accordance with the respective Collective or Employment Agreement.

Retirement Gifts

12. The Delta Police Board will provide gifts to employees who terminate their employment after reaching their minimum retirement age with a minimum of five (5) completed years of service.
13. The value of the gifts will be as follows:
 - a) five (5) to nine (9) completed years - \$100.00;
 - b) 10 to 19 completed years - \$250.00; and
 - c) 20 completed years or more - \$500.00.
14. Gifts cannot be in the form of cash; however, the employee may be consulted as to the type of gift at the discretion of the Chief Constable.



15. The anticipated cost of gifts must be included in the annual budget.