

**EMPLOYEE FAREWELL GIFTS – EVENTS POLICY**  
**Council Policy No. 61/22**

POLICY:

That, the City of Fort St. John recognize staff who resign/retire in good standing after at least 5 years of continuous employment. Eligible staff will be presented with a gift from the City within the following guidelines:

Employees:

5 years of continuous service up to \$150.00 with up to an additional \$50.00 for each year of service thereafter to a maximum of \$1,200.00. (i.e. 10 years – up to \$400.00, 20 years – up to \$900, 30 years – up to \$1,200)

Notwithstanding the above guidelines, the Chief Administrative Officer will deal with all exceptional situations. (Note: Employees who are eligible for a retirement gift are not eligible for a resignation gift.) All awards are subject to applicable deductions as per Canada Revenue Agency.