



**Policy Type:** Human Resources  
**Policy #:** HR-300-03  
**Approved by Council on:** November 27, 2017

## **Human Resources – Retirement**

### **Policy**

Employees are asked to provide notice when retiring from the Town so that replacement procedures may commence, appropriate paperwork can be processed, and service can be recognized.

### **Objective**

To ensure a consistent approach to retirement within the Town.

To ensure documentation is complete.

### **Procedure**

Consult the appropriate Union Contract for any deviations to the following procedures.

Employees who are retiring are encouraged to provide three months written notice prior to their last day of work of their intention to retire in order to ensure continuity of income.

The written notice must be submitted by an employee to his/her Department Head in advance of the employee requesting the Employer to process his/her retirement paperwork.

#### **Exit Interviews**

An exit interview may be conducted when an employee leaves the employment of the Town. The exit interview will normally be conducted by the employee's supervisor to determine the employee's reason(s) for leaving so that, where appropriate, action can be taken to correct any problems that come to light, and to gather information about the employee's overall impressions of the job or the Town.