



EM31

**EMPLOYEE RETIREMENT,
RESIGNATION & TERMINATION**

EM31

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POLICY

1. Employees terminating their employment upon or after having reached their minimum retirement age according to the Municipal Pension Plan are deemed to have retired, and those who have not reached the minimum retirement age are deemed to have resigned.
2. The retirement, resignation or termination of an employee shall be in accordance with the terms of their employment.
3. The Chief Constable shall provide Procedures, pursuant to this Policy, regarding the retirement, resignation and termination of employees.

REASON FOR POLICY

4. To provide direction for the retirement, resignation and termination of employees.

RELATED POLICIES

- DP40 – Uniforms, Insignia & Identification
- EM14 – Oath of Office & Employment Terms
- EM30 – Re-Engagements



PROCEDURES

Retirement, Resignation & Termination Process

5. Employees retiring or resigning are requested to provide advance written notice, 30 days for civilian staff and 3 months for members, to the Inspector i/c Human Resources, who shall notify the Chief Constable.
6. Feedback shall be sought, to assist in assessing the Department's operations, from retiring and resigning employees via an exit interview, which shall be conducted by the Chief Constable or delegate.
7. The Superintendent i/c Human Resources, or delegate, shall provide employees written acknowledgement of their retirement or resignation and file the same in the employee's personnel file.

Department-Issued Items

8. Upon the end of employment, employees must surrender the following, as issued:
 - a) uniform items, including clothing and equipment (with the exception of ceremonial uniforms);
 - b) wallet and plain clothes badges;
 - c) photo identification card; and
 - d) building access card.
9. The Quartermaster shall securely store members' wallet badges of previous ranks and upon the end of employment, may return them to members encased in plastic (at the member's own expense) or, if not requested, have them destroyed.
10. The Quartermaster is responsible for securely destroying the employee's plain clothes badge and photo identification card.

Retiring Members

11. The Chief Constable or delegate may, at the request of a retiring member, issue them a retirement badge and identification card, and authorize them to wear a Department-issued uniform for ceremonies or events.



12. If providing gifts to retiring employees, the Chief Constable or delegate:
- a) may give the employee the following:
 - i) if having completed more than five years of employment but fewer than ten, a commemorative Department plaque,
 - ii) if having completed ten or more years of employment, crested Department memorabilia for civilian staff, and for members, their last wallet badge framed for ceremonial display, or
 - iii) other non-monetary gifts, as deemed appropriate;
 - b) may present the gift(s) at the employee's formal retirement dinner; and
 - c) shall ensure that no monetary gifts, gratuity, or commission (e.g., cash, cheque, gift card, credit note) is given on behalf of the Department.

*Revised Dates:
01 May 2008
16 March 2012
05 December 2022