



Procedure Statement:

To describe the employee service award for employees who retire or are terminated due to loss of funding for their position.

Definitions:

Retirement – The action or fact of leaving one's job with the intention of drawing benefits from the Canada Pension Plan and/or DirectionNS Pension Plan. Retirement is not the same as termination or resignation, i.e., the discontinuation of the employment relationship.

Termination due to loss of funding – The termination of the employment relationship by The Flower Cart due to the loss of funding for the specific position the employee is in, e.g., Department of Community Services discontinues funding for a recognized position.

Procedure:

An employee receives one (1) service award during employment with The Flower Cart (No matter how many times the employee is employed by The Flower Cart).

Upon retirement or termination due to loss of funding the employee leaving receives a service award of a one-time cash payment.

The cash payment is calculated as follows:

1. For an employee who is employed on a continuous basis for a period of 15 - 24 years, inclusive – one week's gross pay.
2. For an employee who is employed on a continuous basis for a period of 25 years or more - two week's gross pay.

Related Information:

Contact:

Human Resources Department

Roles and Responsibilities:

Human Resources

- To determine and pay out the service award to those employees retiring or being terminated due to loss of funding.

Revision History: