



**VILLAGE OF
HARRISON HOT SPRINGS
POLICY**

COUNCIL	POLICY NO. 1.25
EMPLOYEE FAREWELL GET TOGETHER AND LEAVING GIFT	DATE APPROVED: February 2, 2016

1. PURPOSE

To ensure that the Village of Harrison Hot Springs recognizes the services of employees that leave the Village of Harrison Hot Springs employ, after their probationary period is complete.

2. POLICY

i. General Policy

The Village will support a farewell get-together whenever a full-time or permanent part-time employee leaves the employ of the Village of Harrison Hot Springs.

ii. General Procedure

- a. The farewell get-together may be arranged at the earliest convenient date just prior to or just after the date departure.
- b. The department that employs the person leaving will be responsible for organizing any farewell get-together at their discretion.
- c. The farewell get-together may be held in the Memorial Hall as availability permits at no cost.
- d. The Village of Harrison Hot Springs will provide a gift for the employee leaving at a cost of \$50.00 minimum or \$50.00 for each year employed to a maximum of \$500.00.
- e. The department organizing the farewell get-together shall use their own discretion as to who shall be invited.
- f. The department organizing the farewell get-together will be responsible for the clean-up of a Village facility.