

 <b>THE UNIVERSITY OF BRITISH COLUMBIA</b> <b>Facilities</b>	<b>Policy No.:</b>  <b>I-A-P5</b>	<b>Approval Date:</b> April 29, 2020  <b>Last Revision:</b> Sept 2019
	<b>Responsible Executive:</b> John Metras Associate Vice-President, Facilities	
	<b>Signed:</b> 	
<b>Title:</b>  <b>Retirement Functions</b>		

It is the policy of UBC Facilities that significant social events celebrating employee milestones (i.e. retirements, the resignation of a long term employee, completion of significant achievements, etc.) are to take place at the end of the scheduled workday. Except as outlined in Clause #2, significant social events are not to take place during normal paid working hours.

The attached guidelines assume that the employee retiring chooses to have Department management staff attend and be involved in the function. It is not appropriate that the Department provides the venue or pay for food or beverages if Department management is not invited to attend. All retirement functions must also be in accordance with UBC Policy SC9 (Serving and Consumption of Alcohol at University Facilities and Events).

Employees who choose not to have management attend are free to organize their own event. Any such event must then take place after normal working hours.

Please consider the following guidelines when organizing a significant social event:

- Except in unusual circumstances, the event should take place at the end of the normal workday.
- It is acceptable for management to allow staff to leave to attend the event up to 60 minutes prior to the end of their shift. This can be done by using one or both of the following options:
  - a. Management may allow employees 30 minutes of paid time off to attend the function.
  - b. Management may also allow employees to “move” their thirty-minute unpaid lunch period to the end of the day to allow employees to begin the event an additional 30 minutes before the end of their normal working hours. It is understood that employees who wish to move their lunch period will be required to work through their normal lunch period.
- It is not appropriate to allow employees to also “move” or “add” their two 15 minutes paid rest breaks to the above 60 minute formula described in clause #2 in order to start 75 or 90 minutes before the end of shift.

- It is appropriate for the Department to pay for any reasonable costs associated with renting a room on campus for the event and for the reasonable cost of food, alcoholic beverages and a gift.
- The following individuals should also be contacted three weeks in advance of a significant event as they may wish to attend:
  - Associate Vice-President, Facilities,
  - Managing Directors (Building Operations, Energy & Water Services, Infrastructure Development), ,
  - Appropriate Directors,
  - Associate Directors,
  - Executive of the appropriate Union or Association,
  - If appropriate:
    - a. Vice President, Finance and Operations,
    - b. the senior administrator(s) of the UBC department(s) with whom the employee works or has worked most closely,
    - c. the chair of any university committees on which the person is a current or past member,
    - d. any retired members of the employee's department, shop or workgroup

Should you have any questions regarding the above please contact Vice-President Finance & Operations (VPFO) Human Resources.