 THE UNIVERSITY OF BRITISH COLUMBIA Facilities	Policy No.: I-A-P5	Approval Date: May 27, 2021 Last Revision: April 2020
	Responsible Executive: John Metras Associate Vice-President, Facilities	
	Signed: <i>John Metras</i>	
Title: <p style="text-align: center;">Retirements and Significant Social Functions</p>		

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 the Facilities policy that the Department does not provide the venue or cover costs for food and/or beverages if Department management is not in attendance. 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 (no costs covered). Any such event must also 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 the Vice-President Finance & Operations (VPFO) Human Resources.

Event and Gift Guidelines:

Retirement

Gifts to retiring employees are based on their length of service and seniority within the organization. The retiree’s staff and their immediate supervisor may wish to give them a present in addition to the office corporate gift.

Years of Service	Reception
<input type="checkbox"/> < 5 years	Coffee with manager and select people from the shop
<input type="checkbox"/> 5 – 10 years	Coffee and treats with the shop
<input type="checkbox"/> 11 – 15 years	Pizza/Sandwich lunch with the shop
<input type="checkbox"/> 16 - 20 years	<input type="checkbox"/> Greek/Italian hot lunch with the shop or <input type="checkbox"/> Beer/ Appies at the Point Grill at 3PM
<input type="checkbox"/> > 20 years	Choose a venue: <input type="checkbox"/> The Point Grill <input type="checkbox"/> St. John’s College <input type="checkbox"/> Sage Bistro <input type="checkbox"/> Cecil Green House
Years of Service	Gifts
<input type="checkbox"/> 10 – 14 years	Framed UBC Print Choose <input type="checkbox"/>  Chan Centre <input type="checkbox"/>  Koerner Library Wristwatch (Men’s 37-G, Ladies’ 39-G)  OR <input type="checkbox"/> \$200 gift card (in lieu of gifts) <i>Cash equivalent gift is a taxable benefit and is added to income received.</i>
<input type="checkbox"/> 15 - 19 years	Framed UBC Print Choose <input type="checkbox"/> Chan Centre <input type="checkbox"/> Koerner Library Wristwatch (Men’s 36/G-G, Ladies’ 40/G-G)  OR <input type="checkbox"/> \$300 gift card (in lieu of gifts) <i>Cash equivalent gift is a taxable benefit and is added to income received.</i>
<input type="checkbox"/> 20 - 24 years	Framed UBC Print Choose <input type="checkbox"/> Chan Centre <input type="checkbox"/> Koerner Library Wristwatch (Men’s 37B-G, Ladies’ 39B-G)  Crystal Ware <input type="checkbox"/>  or <input type="checkbox"/>  OR <input type="checkbox"/> \$400 gift card (in lieu of gifts) <i>Cash equivalent gift is a taxable benefit and is added to income received.</i>
<input type="checkbox"/> > 24 years	Framed UBC Print Choose <input type="checkbox"/> Chan Centre <input type="checkbox"/> Koerner Library Wristwatch (Men’s 36B/G-G, Ladies’ 40B/G-G)  Crystal Ware <input type="checkbox"/>  or <input type="checkbox"/>  OR <input type="checkbox"/> \$500 gift card (in lieu of gifts) <i>Cash equivalent gift is a taxable benefit and will be added to income received.</i>

When a retirement notification has been received, send the requester this form <S:\FormsTemplates\Forms\Events\RetirementChecklist.pdf> approximately 30 days or 4 weeks prior to the retirement.

You can save this form as an Outlook e-mail signature and send to the employee leaving the organization or their manager.

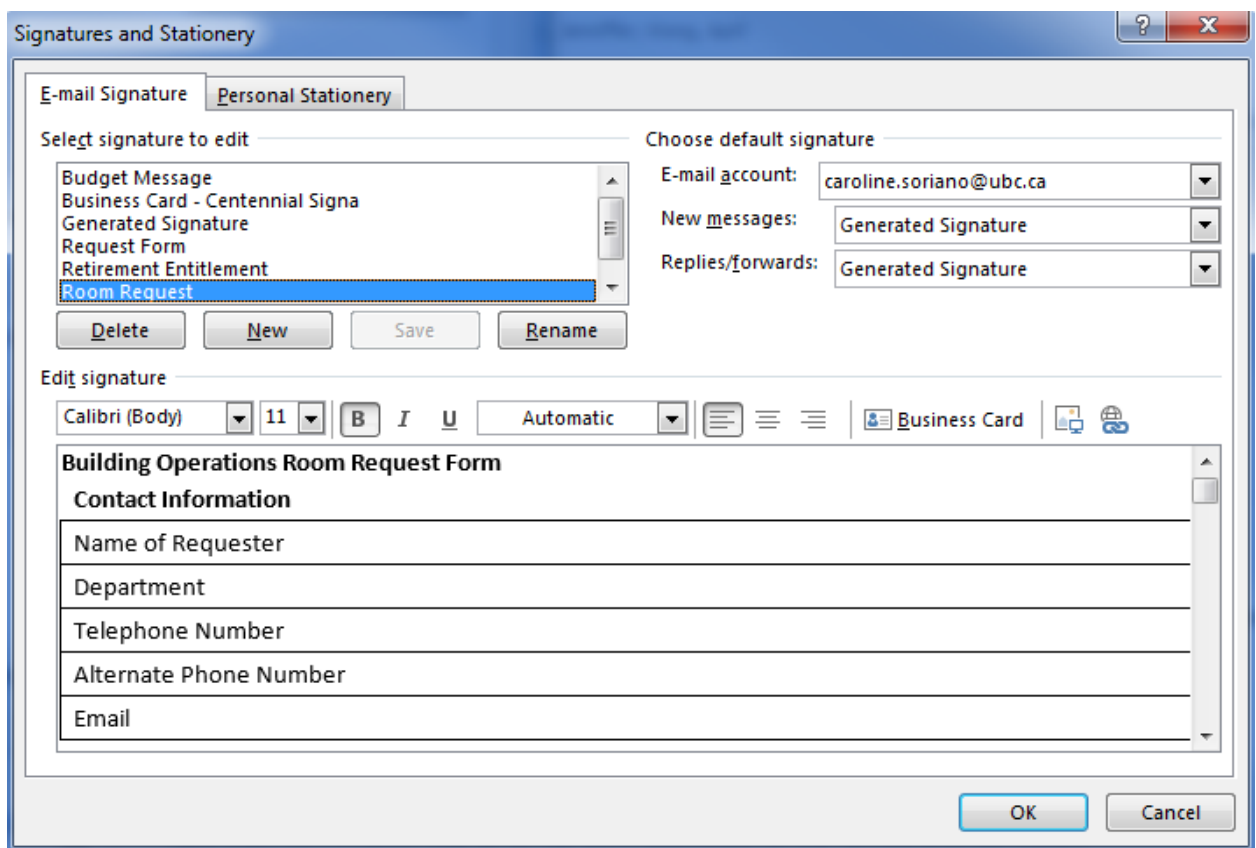
How to Insert Signature

Highlight contents of the form and copy. (CTRL-A then CTRL-C)

In Outlook, go to File Tab and select Options.

Go to Mail and click on Signatures.





Create New signature and paste (CTRL-V) into the body of the signature.



Save.

When replying to a request, you can insert this signature and have the requester return the form to you.

Resignation

Years of Service	Resignation guideline
0 – 9 years	Card only
10 – 14 years	Ball-point Pen \$76 
15 – 19 years	Pen and Pencil Set \$118.40 
20 - 24 years	Ball-point Pen \$124.80 
25< years	Wristwatch \$161.60 

Suggested gatherings:

Farewell gatherings for employees resigning can be dependent on departmental interaction. For example, a People and Process Manager who have worked for the department for 5 years may have interacted with other departments. A gathering at the Point Grill or coffee **at a preferred location is appropriate**. These are held at the department's discretion.

Years of Service	Resignation – Staff (Guideline)
0 – 4 years	Coffee with manager & select people from the shop
5 – 10 years	Coffee and treats with shop
11 – 15 years	Coffee/treats/cake with everyone
16 – 20 years	Pizza lunch with everyone
21< years	Reception at the Point Grill