

SECTION: ADMINISTRATION

SUBJECT: RETIREMENT COUNSELLING

Original Resolution No.: 06-06-95  
Revision Resolution No.: 03-12-06

### **Retirement Counselling Policy**

It is the policy of the County of Warner No. 5 to provide limited counselling services to employees to enable them to prepare themselves for retirement.

#### **Guidelines**

1. Employees who have been with the County of Warner No. 5 for ten (10) years or more and have contributed to the Local Authority Pension Plan are eligible for retirement counselling.
2. Participating employees who attend a retirement counselling program must be within five (5) years of retirement.
3. Council will contribute financially only once per employee. If an employee feels that they need to attend additional counselling sessions, the financial cost and time off will be the employee's sole responsibility.
4. The retirement counselling session or course will be one that is approved by the Administrator.
5. Employees may be granted one (1) day off with pay to attend, if warranted. If additional time off is required, holidays and/or overtime may be used.
6. Council will cost share the approved retirement counselling session with the employee on a 50/50 basis with Council's financial contribution not to exceed one hundred dollars (\$100). Mileage, hotels, meals and other incidental costs incurred by attending a counselling session or course are the total responsibility of the employee.