



WATERLOO REGIONAL
POLICE SERVICE
BOARD

WATERLOO REGIONAL POLICE SERVICE BOARD POLICY

Policy Number: 078

RETIREMENT, RESIGNATION AND OTHER EMPLOYMENT MATTERS

Date Approved:

September 10, 2008

Dates Amended:

July 10, 2019

Date to be Reviewed:

July 2022

Policy of the Board

Hiring, Promoting and Transferring

1. It is the policy of the Board with respect to hiring that the Chief (or designate) has the authority to hire, promote and transfer employees subject to:
 - i. the terms of the Collective Agreement;
 - ii. Board budgetary and/or staffing approval; and
 - iii. consistency with the Board approved organizational chart.
2. The Chief shall ensure that the Board is made aware of new permanent employees and promotions by way of information report.

Retirement and Resignation

3. It is the policy of the Board with respect to retirement and resignation that a procedure be developed to address:
 - i. exit interviews;
 - ii. return of equipment;
 - iii. re-payment of any monies owing to the Service; and
 - iv. submission of required documentation.
4. A Retirement/Resignation form submitted in accordance with the Chief's procedure shall be deemed accepted and found irrevocable and, in all other cases, the Chief (or designate) has the authority to accept retirements and resignations.
5. The Chief shall ensure the Board is advised of all retirements and resignations by way of information report.