

	PERSONNEL POLICIES AND PROCEDURES		SUBJECT: RETIREMENT RECOGNITION
	NUMBER: EMP 18.0	REVISIONS: 1	EFFECTIVE DATE: February 17, 2020
	SUPERCEDES: 10/17/2011	APPROVED AND ADOPTED BY MAYOR AND COUNCIL: Derek Norton, Mayor Date City Administrator	

PURPOSE: To provide guidelines for notification of retirement and benefits received by employees upon retirement.

STATEMENT OF POLICY

An employee who chooses to retire should notify his/her Department Head, in writing, of the intention to retire at least one month prior to the effective retirement date. The Department Head should immediately notify the Human Resources Director and City Administrator upon receipt of such notification.

All accrued vested benefits that are due and payable at retirement will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Regular, fulltime employees retiring with at least 10 years of service will be eligible for retiree health insurance through the City's health plan if actively participating in such benefits at the time of retirement.

Such employees may also be honored with a retirement party and gift, given by the City, in accordance with the guidelines listed below.

- A. All retirement parties and gifts will be coordinated by the Human Resources Department
- B. Reception costs, including food, beverages, decorations, and other related items will be capped at the following tiers:
 - 1) 15 to 19 years - \$200.00
 - 2) 20+ years or department head/assistant department head status - \$300.00
- C. Costs of the parting gift will be capped at the following tiers:
 - 1) 15-19 years - \$150.00
 - 2) 20+ years or department head/assistant department head status - \$250.00 plus one departmental memento. A departmental memento includes a service revolver if retiring as a police officer or park ranger, a bugle if retiring from the Fire Department, or a glass jonquil.
 - 3) Any additional gifts given to the employee must be paid for with personal funds.

Additional requests will be reviewed and/or approved on a case-by-case basis by the City Administrator and the Human Resources Director. Such requests must first be submitted to the Human Resources Director.

Years of Service	Reception Limit	Gift Limit	Other
15 – 19	\$200	\$150	N/A
20+ or Dept Head or Asst. Dept Head	\$300	\$250	Plus Revolver, Bugle or Crystal Jonquil