

CITY OF PLANO POLICIES AND PROCEDURES

222.002

Department Name: City Manager
Procedure: Employee Retirement Recognition
Effective Date: 7/31/1991
Revision Date(s): 8/1/2005, 1/23/2006, 3/31/2007, 6/30/2007, 6/30/2008, 9/30/08;
12/30/08, 07/01/09, 01/01/10

I. Purpose

To establish a uniform procedure and policy for employee retirement recognition throughout the City.

II. Policy

The City Manager or his/her designee shall have the final authority in determining the City's retirement recognition award.

III. Definitions

- A. Commemorative Gift - A Fossil watch bearing the City of Plano logo.
- B. Individual Gifts - Any retirement gifts, whether individual or departmental given to the retiree in addition to the Commemorative Gift.
- C. Official Announcement - An Announcement of an employee's retirement distributed to all departments through an Employee News Bulletin via electronic distribution.
- D. Retiree - Person retiring.
- E. Retirement - Termination of an employee's employment with the City of Plano any time after the employee is eligible for retirement under the Texas Municipal Retirement System (TMRS).
- F. Retirement Date – Date the employee's retirement becomes effective.
- G. Retirement Reception – Reception given in the retiree's honor that is open to all employees; held at a City of Plano owned facility (i.e. Municipal Center, Police Administration; Fire Administration, Plano Centre, etc). The Reception is not mandatory. The retiring employee makes the choice whether or not a reception will take place.

IV. Requirements and Procedures

- A. To be eligible, an employee must have ten (10) full years of full time service with the City of Plano and be eligible for early, late, or normal retirement.
- B. An employee meeting the above requirements can receive the following:

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1. Commemorative Gift as defined above.

AND

2. A retirement reception with a maximum value of \$200.00 which cannot be redeemed in cash.

C. In addition, the department head, or his/her designee, is to:

1. Plan the reception, order the Fossil watch from the Warehouse. These expenses are to be funded out of non-departmental funds.
2. Distribute a City-wide e-mail regarding the retirement reception (if one is to occur).
3. In order to provide all employees the opportunity to send well wishes to the retiring employee, an announcement/article about the employee's retirement may be submitted to the Public Information Office for publication in newspapers, newsletters, etc.

D. Additional gifts, luncheons, and parties given in honor of the retiree, on an individual or departmental basis will not be paid for by the department or City.

V. Appendices

None Referenced