



ALLEGAN COUNTY POLICY

TITLE: Retirement Recognition
POLICY NUMBER: 211
APPROVED BY: Board of Commissioners
EFFECTIVE DATE: June 1, 2018

1. **PURPOSE:** The County recognizes the value and importance of its employees in providing public services to the citizens of the County and is committed to creating a positive and rewarding culture for all employees. To that end, the purpose of this policy is to recognize employees for their service to the County upon their retirement by means of the employment fringe benefit described below.
2. **SERVICE AREA(s) AFFECTED:** All County Departments.
3. **POLICY:**
 - a. **RETIREMENT RECOGNITION:** For the purpose of recognizing an employee's service and accomplishments at the conclusion of the employee's career with the County, regular full-time and regular part-time employees who retire from the County with 20 or more years of service shall be formally recognized by receiving a non-cash award of nominal value.
 - b. **ADMINISTRATIVE PROCEDURES:** The Human Resources Department is responsible for administering this policy to ensure the timely presentation of retirement recognition awards. The Human Resources Department will notify employees scheduled to retire and coordinate directly with those employees regarding choice of a retirement recognition award. Service area leaders and elected officials are expected to cooperate in the effective implementation of this policy by verifying lengths of service as may be needed and notifying the Human Resources Department as far in advance as possible of impending retirements.