

Village of Richfield

Employee/Official Retirement/Departure Policy

1.0 PURPOSE:

The Employee/Official Retirement/Departure Policy is created to provide formal recognition to employees and elected or appointed officials who have served the Village of Richfield, either through full or part time employment or in a volunteer status assisting with various Village operations.

2.0 ORGANIZATIONS AFFECTED:

The Employee Retirement/ Official Retirement/Department Policy will apply to all Village of Richfield employees, elected and appointed officials, who serve the Village in a continuous part time or full time status.

3.0 POLICY:

THIS POLICY IS TO RECOGNIZE EMPLOYEES AND OFFICIALS FOR THEIR DEDICATION AND YEARS OF SERVICE WITH THE VILLAGE OF RICHFIELD.

4.0 PROCEDURE:

This Employee/Official Retirement/Departure Policy is for years of service and is not based on merit, quality of work or popularity of an employee or official. Eligible employees must be employed with the Village for a minimum of five (5) years of service. There is not a set minimum for elected or appointed officials term of service warranted for recognition. The following guidelines will be followed in the promotion of this policy, administered by the Village Administrator.

4.1 Employees will receive the gifts in recognition of their significant service upon retirement/departure:

At least 5 Years -\$25 Gift	21 - 25 Years -\$150 Gift
6 - 10 Years - \$50 Gift	26 - 30 Years -\$200 Gift

11 - 15 Years - \$75 Gift 31 - 35 Years - \$250 Gift

16 - 20 Years - \$100 Gift 36 Years and above - \$300 Gift

4.2 All employees departing or retiring after serving for at least 10 years shall be recognized, in addition to the gift, by way of resolution.

4.3 All departing or retiring employees after serving for at least 5 years shall be recognized in the quarterly Village newsletter and by way of resolution.

4.4 Village Board Officials will receive the gifts in recognition of their service upon retirement/departure:

0 - 2 Years – Recognition Resolution

3 - 4 Years - \$25 Gift 9 - 10 Years - \$100 Gift

5 - 6 Years - \$50 Gift 10+ Years - \$150 Gift

7 - 8 Years - \$75 Gift

4.5 All Village Officials either elected or appointed departing or retiring after serving for at least 2 years shall be recognized in way of resolution.

4.6 All departing or retiring Village Officials either elected or appointed after serving for at least 1 term shall be recognized in the quarterly Village newsletter.

4.7 Village Appointed Officials (to exclude Board Members) will receive the gifts in recognition of their significant service upon retirement/departure:

0 – 3 Years – Recognition Resolution

4 - 6 Years - \$25 Gift 13 - 15 Years - \$75 Gift

7 - 12 Years - \$50 Gift 15+ Years - \$100 Gift