

## RECOGNITION PROGRAM FOR RETIRING EMPLOYEES

**Purpose:** The City and County of Broomfield seeks to recognize employees at retirement for their long-time service. As such, this program has been developed to provide guidance to departments in the recognition of their long-time employees.

**Eligibility:** All full-time and part-time employees with at least 20 years of Broomfield service are eligible for this program unless otherwise noted.

**Funding:** Departments should project the cost of the program and include the expenditures in their annual budget. The total amount of the expenditure shall not exceed \$500 per eligible employee.

**Program Specifics:** This Program is designed to allow each department to recognize its employees who are retiring with at least 20 years of Broomfield service. The retiring employee may choose from any of the following forms of recognition as long as said recognition does not exceed \$500:

- A gift specific to his or her interests;
- A lunch or dinner hosted by the department and the employee may prepare a guest list; or
- A cash award of \$500 (Before taxes).

### **Procedures:**

1. The employee submits his or her letter of retirement to the appropriate supervisor. The supervisor writes "Accepted" on the letter and signs and dates the letter. The letter is forwarded to the appropriate level in the department and then forwarded to Human Resources at least two weeks in advance of the retirement date.
2. The employee advises the department in writing of which form of recognition he or she has selected.
3. The department head will direct the appropriate departmental staff member to assist the employee in meeting his or her request.