

TOWN OF BLOOMFIELD

POLICY MEMORANDUM

SUBJECT: Employee and Town Council Retirement Recognition NO: 120.04
DATE: 9/30/13
AMENDED:
DISTRIBUTION: All Departments/Town Council BY: Sharron Howe
Assistant to the Town Mgr.

APPROVED: 11/25/13 TC

I. PURPOSE

The purpose of this policy is to establish a formal procedure associated with the recognition of Town Council members and resigning or retiring employees.

II. RESPONSIBILITY

Any Town department or Town Council shall use the following procedures when seeking to recognize Town Council members and resigning or retiring employees.

III. FORMS

None.

IV. PROCEDURE

- A. Department Head to provide Town Manager's Office with details of the resigning or retiring employee.
- B. To be eligible, an employee must be in good standing with the Town of Bloomfield.
- C. Based on the number of years of service, an **employee** meeting the above requirement is eligible to receive the following:

Years of Service	Type of Gift	Responsible Department
Up to 1 year	Letter from the Town Manager	Town Manager's
2 to 4 years	Letter from the Town Manager and Town logo Kirk Stieff Pewter Jefferson Cup	Town Manager's
5 to 9 years	Letter from the Town Manager and a \$100.00 gift certificate to a Bloomfield merchant	Town Manager's

10 to 14 years	Letter from the Town Manager and a \$150.00 gift certificate to a Bloomfield merchant	Town Manager's
15 to 29 years	Letter from the Town Manager and a Standard Chair or Boston Rocker	Town Manager's
30 + years	All of the above	Town Manager's

D. In addition, the department head, or his/her designee, shall have the option to:

1. Plan a reception (department should identify funding up to \$200.00 for said reception).
2. Any additional gifts, luncheons, and parties given in honor of the employee shall be done on an individual or departmental basis and shall not be paid for with department or Town funds.
3. The above mentioned luncheons and parties may be held on premises before, during, or after normal business hours provided there are no interruptions to regular Town business or functions.
4. The Town will not be liable for any luncheon or party held off of Town premises.

E. **Town Council Members** who serve one full term equal to two (2) years are eligible for a Standard Chair or Boston Rocker.

*Exceptions to any of the above are at the discretion of the Town Manager.