

**CITY OF GRAND FORKS**

**POLICY TITLE:** Retirement Gift Policy      **POLICY NO:** 611

**EFFECTIVE DATE:** March 16, 2009      **SUPERSEDES:**

**APPROVAL:** Council      **PAGE:** 1 of 1

**Purpose:**

Council is desirous of recognizing service to the City of Grand Forks upon retirement or resignation of a City employee or upon completion of term of office by a member of Council.

**Policy:**

**City employee:**

1. The Retirement Committee will arrange a luncheon for retiring employees. Each person in attendance shall pay for his/her own meal. The retiree and a guest will be paid for by the City of Grand Forks
2. Council may award gift as follows:
  - Less than 5 years service – A Certificate of Appreciation
  - 5 – 10 years service – A gift not exceeding \$100
  - 10 – 15 years service – A gift not exceeding \$125
  - 15 – 20 years service – A gift not exceeding \$150
  - 20 plus years of service – A gift of \$10 per year of service not exceeding \$350
3. The gift to be presented at the retirement luncheon
4. A Certificate of Appreciation from the Mayor to be presented at a Regular Council meeting, or, if the employee prefers, presentation in the Mayor's office
5. Administration will select an appropriate gift.

**Member of Council**

1. At the inaugural meeting of Council, members of Council not returning to office after having completed one term of office shall be presented with a plaque.