

<b>EMPLOYEE RETIREMENT RECOGNITION</b>	<b>PROCEDURE</b>	
	<b>Document Number:</b>	AS-HR-PR-2530
	<b>Version Number:</b>	01

### **1.0 Purpose:**

To provide a procedure for formal VTA recognition of employees retiring with 25 or more years of service and an exemplary performance record.

### **2.0 Scope:**

This procedure applies to all VTA employees.

### **3.0 Responsibilities:**

- 3.1 Administrative Services Division shall oversee and administer the Employee Retirement Recognition program.
- 3.2 Employee Relations Manager shall be responsible for approving eligibility for Employee Retirement Recognition.
- 3.3 The Division Chief is responsible for presenting the retirement award to the employee at an appropriate time and location. It is not the intention of this policy to provide recognition at a Board Meeting.
- 3.4 Department Managers shall be responsible for providing the written biography of each eligible retiree to Employee Relations Department staff, and for inviting the retiree to the appropriate meeting to receive the recognition,.
- 3.5 Division Management is responsible for acknowledgment of any retirements ineligible under this program (i.e. <25 years).
- 3.6 Division Management is responsible for approving and funding any department retirement celebrations in accordance with Fiscal Resources policies.

### **4.0 Procedure:**

- 4.1 A list of upcoming retirements with 25 or more years of service will be generated by the Retirement Services unit of the Administrative Services Division and provided to the Employee Relations (ER) Department staff.
- 4.2 ER staff will review each potential retiree's disciplinary and/or job performance history to determine eligibility for Employee Retirement Recognition. The Employee Relations Manager will approve for Employee Retirement Recognition those candidates determined to have exemplary performance records.
- 4.3 ER staff will notify the appropriate Department Manager of the retiree's eligibility for recognition and request a written biography.

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- 4.4 Department Manager will provide a written biography to ER staff.
- 4.5 ER staff will generate the "Commendation" document, obtain the signatures of the General Manager and Chairperson of the Board of Directors, and deliver the Commendation to the appropriate Division Chief.
- 4.6 ER staff will prepare a slide at the end of each calendar year listing the 25+ year retirees, to be shown at a Board Meeting.

**5.0 Definitions:**

None.

**6.0 Records:**

None.

**7.0 Appendices:**

None.


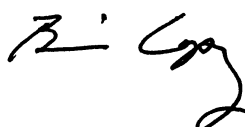
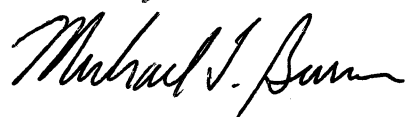
**8.0 Training Requirements:**

None.

**9.0 Summary of Changes:**

Initial release of this Procedure.

**10.0 Approval Information:**

<i>Prepared by</i>	<i>Reviewed by</i>	<i>Approved by</i>
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