

MENNONITE VILLAGE POLICY & PROCEDURE

TITLE: Retirement Policy

PROCEDURE NO: HR 500.07

PREPARED BY: Kristen Pattison, HR Director

DATE: October 2013

LAST REVIEWED BY: _____

DATE: _____

LAST UPDATED BY: _____

DATE: _____

APPROVED BY: _____

DATE: _____

PURPOSE:

If an employee decides to retire and is eligible to receive Social Security Retirement Benefits, the company will provide the following based on years of service.

PROCEDURE:

Employees with 5 or more years of service will receive:

- A gift with the maximum value equal to \$15 for each year served chosen by the department director or a selected group of persons
- A reception on or near the last day of the employee's regularly scheduled work day at which time the SMT member for the dept will present the recognition award
- Family members may be invited to the reception
- Announcement will be posted throughout the community
- Employee's picture and work history may be included in the Newsletter