

MENNONITE VILLAGE POLICY & PROCEDURE

TITLE: Retirement Policy

PROCEDURE NO: HR 500.07

REPLACES: None

PAGE(S): 1

PREPARED BY: Kristen Pattison, HR Director

DATE: October 2013

PURPOSE:

If an employee decides to retire and is eligible to receive Social Security and/or 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 visa gift card with the maximum value equal to \$20 for each year served or a gift of equal value chosen by the department Administrator/Director or designee.
- A reception on or near the last day of the employee's regularly scheduled workday at which time the departments management team or designee 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
- Employee's who do not wish to publicly celebrate their retirement should communicate their desire to their department leadership team.