

UTAH DEPARTMENT OF HUMAN SERVICES POLICY AND PROCEDURES		
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EMPLOYEE RETIREMENT EVENTS		
<p>RATIONALE: This policy is established to guide how DHS may recognize employees with retirement events.</p> <p><i>Related/Tags:</i> 02-26 Employee Years of Service and Retirement Awards, FIACCT 04-03.00, FIACCT 04-04.00, FIACCT 04-05.00; FIACCT 05-03.07, FIACCT 05-03.10, FIACCT 05-15.00; DHS Fiscal Procedure 03-025.00</p>		
Original Effective: September 22, 2021	Revision: October 4, 2021	Next Review Due: September 22, 2024

I. DESCRIPTION

This policy outlines DHS policies regarding employee retirement events. This policy supersedes any previous policy governing employee retirement events. It does not supplant any existing state or department policies to which DHS must adhere. This policy is applicable to all department divisions, institutions, bureaus, and offices (DIBOs).

II. DEFINITIONS

The following terms are defined for this policy as:

- A. DHS or department: The Utah Department of Human Services (DHS) and any of its divisions, institutions, bureaus, or offices (DIBOs).
- B. Refreshments: Light snacks and drinks.

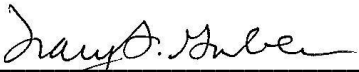
III. POLICY

- A. Employees may choose to have a DIBO-hosted retirement event. Retirement events are not group gatherings per state policy.
- B. Email, flyers and letterhead may be used for invitations, but state funds shall not be used to purchase invitations, decorations, or entertainment.
- C. Refreshments may be purchased and served as follows:

1. DIBO directors may approve up to \$300 regardless of the number of estimated attendees, or up to \$10 per person based on estimated attendance within reason.
2. Purchases shall comply with applicable State Purchasing rules.

IV. PROCEDURE

- A. The employee planning the event shall obtain necessary pre-approvals from the DIBO director which includes written documentation of estimated expenditures for the event based on estimated attendance.
- B. Refreshments shall be purchased using a state purchase card. Receipts and written DIBO director approval must be attached to the purchase card log and State Finance policy followed.



October 4, 2021

Tracy S. Gruber

Utah Department of Human Services Executive Director