

CITY OF ALPENA, MICHIGAN
STANDARD OPERATING POLICY

SUBJECT: Retirement Recognition Program

SOP No.: 33

Date Issued: 2/01/03

Effective Date: 2/01/03

Amended Date: 08/01/09

Copies to: City Council, Department Heads, Full-Time Employees

PURPOSE:

The purpose of this policy is to establish guidelines for a “Retirement Recognition Program.”

STATEMENT OF POLICY:

It shall be the policy of the City of Alpena to recognize retiring employees for their years of dedication and valued service to the citizenry.

At a City Council meeting, the retiree will receive:

1. A certificate of appreciation.
2. The City will display a plaque at City Hall that will display the names, title, and years of service of all retirees.
3. The “Retirement Recognition Program” will begin in 2003.

Thad N Taylor, City Manager