

**Village Policy: VB-7**

Date Approved: July 23, 2007 (Resolution #2007-12)

Revised: March 24, 2008 (Resolution #2008-10)

**POLICY TITLE:** Approving a Village of Howard Employee Retirement Gift Policy

**AUTHORIZATION:** Village Board Resolution #2007-12

**POLICY STATEMENT:**

**WHEREAS,** the Village of Howard has several full-time employees who have worked for the village for several years; and

**WHEREAS,** at the time a Village of Howard employee retires in good standing, the Village Board wishes to recognize their years of service with a small gift; and

**WHEREAS,** the Village Board of Howard believes establishing a consistent policy regarding employee retirement gifts is important; and

**WHEREAS,** the Village Board has an adopted personnel policy that will be amended for this resolution as Section 17 and titled "Retirement Gift for Retiring Employees."

**NOW THEREFORE, BE IT RESOLVED** that the Village Board of Trustees in Howard,

Wisconsin does hereby set forth the following:

- An employee, age 55 or older, who works for the Village of Howard from 10 to 19 years and resigns/retires, shall receive a gift to not exceed \$100.
- An employee, age 55 or older, who works for the Village from 20 to 29 years and resigns/retires, shall receive a gift to not exceed \$200.
- An employee, age 55 or older, who works for the Village greater than 30 years and resigns/retires, shall receive a gift to not exceed \$300.
- All gifts shall be selected by the Administrator, unless the Administrator delegates such authority to another employee.