

Administrative Handbook

Retirement

Gifting & Party Guideline

In order to minimize the financial impact to supervisors and division directors due to staff retiring: and

In order to minimize the impact of a popularity contest for retiring staff and to again minimize the impact to supervisors and division directors to plan and put on a party:

Whereas: The Board has previously approved funds to be used each year for employee longevity awards and appreciation.

Eastern Idaho Public Health District (EIPHD) hereby adopts the following guideline.

- EIPHD will recognize those who have worked a minimum of 5 years with a gift similar to the longevity awards. An individual retiring with the district who has worked a minimum of 5 years will receive a gift with approximate value of \$5.00 for every year of service to be capped at \$150.00.
- This award should be presented in a short meaningful ceremony by a supervisor, division director, deputy director or director. This will hopefully eliminate the pressure felt by supervisors and division directors to fund a retirement gift.
- Donations, small gifts etc. are approved to be given by staff if they so choose, but no pressure should be applied or requested of them.

Retirement Party:

- In order to avoid the appearance of favoritism or popularity contests elaborate parties should be avoided. EIPHD will approve pot luck luncheons to be held in the main office or satellite offices.
- Staff wishing to attend the luncheons must travel in their own vehicle and on their own time unless they are already scheduled for district business in that office.
- In order to conduct regular business and to avoid keeping the office open after regular hours, after hour open houses are discouraged. Open houses are approved during the luncheon events.