



**CHAPTER: Separation**

**SUBJECT: Retirement Recognition**

**POLICY NUMBER: 4.605A**

**PAGES: 2**

**RELATED POLICIES:**  
**4.604 4.605**

**ENABLING RESOLUTION:**  
**267-2007 269-2007**

**REVISION DATE(S):**  
**12/07 10/15**

**DEPARTMENT OF PRIMARY RESPONSIBILITY: HUMAN RESOURCES**

**SPECIAL NOTES: This Policy/Procedures Manual does not in any way constitute an employment contract. Sedgwick County reserves the right to amend this Manual at any time subject only to approval by the Board of County Commissioners and the Governing Body of Sedgwick County Fire District Number One.**

**I. Purpose**

The purpose of this Policy is for the Board of Sedgwick County Commissioners to express its appreciation to those employees who are retiring under the Kansas Public Employees Retirement System (KPERS) or the Kansas Police and Fire Retirement System (KP&F).

Employees who meet eligibility requirements under Kansas Public Employees Retirement System (KPERS) or Kansas Police & Firemen's Retirement System (KP&F) and start receiving a monthly benefit the month following their separation date from Sedgwick County.

**II. Policy**

- A. The Board of Sedgwick County Commissioners will recognize and acknowledge those employees who retire under the established KPERS and KP&F systems.
- B. The retiring employees will be invited to attend a regularly established County Commission meeting.
- C. A retirement certificate will be presented by Human Resources.

**III. Procedure**

- A. Human Resources will contact the retiring employee to establish a Commission meeting date the employee can attend.
- B. Human Resources will place the retirement recognition on the Commission agenda.
- C. A memorandum will be sent to the Department Director or Elected Official supervising the retiring employee, by Human Resources, so co-workers are notified in the event they can attend the meeting for the presentation.
- D. Human Resources will send the retirement certificate to the Commission Office for the Commissioners' signatures.

E. The retirement certificate will be presented to the retiree by Human Resources.