

# **Recognition of Service and Retirement**

## **Delaware County Board of Developmental Disabilities**

Board Review Date: July 21, 2011  
Board Resolution #: 11-07-08  
Effective Date: July 22, 2011  
Next Review Date: July 2012  
Reviewing Department: Administration

### **Staff Recognition for Years of Service**

The following items will be used as recognition gifts for employee for years of service with DCBDD.

<b>Yrs. of Service</b>	<b>Gift Suggestion</b>	<b>Approximate Amount</b>
5	Perske Book	16.00
10	Pen Set (engraved)	33.00
15	Mantel Clock	102.00
20	Lamp (with DCBDD logo)	217.00
25	Rocker (with DCBDD logo)	337.00
30	Visa Gift Card	450.00

### **Board Member Gifts for Service**

**For board members the gifts will be as follows.**

- One (1) term (four years) will be the equivalent as the 5 year staff gift
- Two (2) terms (eight years) will be equivalent as the 15 year staff gift
- Three (3) terms (twelve years) will be the equivalent as the 25 year staff gift

A board member who has completed three full terms (12 years) will have a meeting room in the West Wing named in their honor. This plaque will include a picture of the retired board member and their family, as appropriate, their name and the dates of service. This recognition plaque will remain in place for not less than 10 years.

**Board Chairman** Name and date on plaque

### **Staff Retirement**

The Delaware County Board of Developmental Disabilities establishes the following guidelines for recognizing employees who are retiring.

*Criteria:*

- ⌚ Years of service are with the Delaware County Board of Developmental Disabilities
- ⌚ Minimum of ten (10) years
- ⌚ Must be retiring under OPERS/STRS (not taking a new job)

Employees retiring will receive:

- |                       |  |
|-----------------------|--|
| 🕒 10 years of service | Mantel clock   |
| 🕒 15 years of service | Lamp (with DCBDD logo)   |
| 🕒 20 years of service | Rocker (with DCBDD logo)   |
| 🕒 25 years of service | \$450.00 Visa Gift Card  |
| 🕒 30 years of service | \$450.00 Visa Gift Card and recognition on Career Legacy Plaque<br>(Combining the 30 years of service and retiring with 30 years will result in a total of \$900 in gift card payment) |

## **Employee Shirts**

The Delaware County Board of Developmental Disabilities (DCBDD) may purchase and distribute shirts with the DCBDD name and logo on them for its employees and board members annually. Each employee and board member shall be issued one shirt in September of each year to commemorate the anniversary of the move to 7991 Columbus Pike, Lewis Center. Employee shirts shall all be the same color and design for each annual order. The shirt, less embroidering, shall generally cost less than \$25 each. Employees may choose to purchase additional shirts at their own expense. The current sale price of additional shirts will be \$20.00 per shirt. The shirts may be worn for work at any time, but are primarily to be worn for special and/or public events where it is desired that DCBDD employees be easily identified. New employees shall be issued a shirt at the time of hire and will be eligible for a new shirt when the annual order is placed in September. DCBDD logo embroidered shirts may be sold to the public at \$20.00 per shirt. The shirts sold to the public will only be available in a color other than the staff issued color to help differentiate between DCBDD employees and board members and the general public.

Board members will be issued a shirt at the time of the appointment and upon reappointment by their appointing authority. Long term volunteers (three months or more) will be issued one shirt. Short term volunteers may be loaned shirts as part of their assignments. Volunteer shirts will be collected at the end of the assignment, laundered by DCBDD and reused by other volunteers.