

BRANCH COUNTY DEPARTING EMPLOYEE RECOGNITION POLICY (DERP)

Policy Subject: Departing Employee Recognition	
Policy Number: 18	Page: 1 of 1
Authorized by: Board of Commissioners	
Approved: April 23, 2008	Effective: April 24, 2008
Revised:	Effective:
Revised:	Effective:

POLICY STATEMENT:

Departing employees shall be recognized by the Board of Commissioners for continuous service to the County exceeding two years.

DEFINITION:

Departing is defined as termination of employment with the County for reasons to include retirement, end of period of service, transition to new employment, or for personal reasons.

PROCEDURE:

The Personnel, Plans, and Policy (P3) Committee retains responsibility for the execution of the program. County employees shall be recognized for their service if it exceeds two continuous years with the County. The department head or elected official retains the right to recommend disapproval of this recognition. Recognition and a certificate will not be presented if the employee is terminated for disciplinary reasons. Recognition will include a certificate for presentation at the Board of Commissioners' Meeting.

PERIOD:

Formal recognition will begin April 24, 2008.