



September 2020

ADMINISTRATIVE ORDER NO. 145

Pursuant to the authority granted to the City Administrator in BMCC, Section 2-300, I hereby establish the following procedures regarding:

"RETIREMENT AND SEPARATION OF SERVICE CELEBRATIONS AND GIFTS"

PURPOSE

The City of Billings recognizes that our employees are our most valuable resource. The City's ability to meet and exceed the needs and expectations of our citizens is directly related to the work of our employees. The City wishes to assist with the funding of retirement/separation of service celebrations for long-term employees. This Administrative Order shall establish uniformity for employee separation celebrations across the City.

PROCEDURE

The City shall pay for or reimburse costs for refreshments associated with a gathering to honor a departing employee who is retiring or who is separating from employment after (5) or more years of service. The following guidelines shall be followed, unless an explicit exception has been granted by the City Administrator or Assistant City Administrator.

Funds available from the City for separation of service parties will be consistent across all departments and divisions. Departments may, however, customize the parties and refreshments. Gifts to retirees from other employees are also allowed, but will not be paid for with City funds.

After an employee arranges for retirement through Human Resources, the department of the retiring employee is responsible for determining the employee's wishes concerning a party to celebrate the retirement, e.g., whether to have one, size, etc. If the retiring employee chooses to have a party, his/her department is responsible for coordinating the details.

The City will approve a maximum of \$100 for the retiring employee's department (\$100 per retiree, if multiple retirements are occurring simultaneously), to pay for refreshments and decorations, etc. The department is responsible for budget allocation and for completing all appropriate reimbursement procedures to cover these expenses. No additional City funds shall be used for the celebration or gifts

NOTE: This \$100 may NOT be used to purchase gifts or as a cash gift to the employee. If the department and/or other employees wish to provide a gift, they are to collect funds to do so.

All other City policies and procedures shall apply. Personnel will govern themselves in a manner consistent with the Code of Ethics, City Codes and Resolutions. Those who fail to comply with these procedures may be subject to disciplinary action.

Dated this 3rd day of September, 2020.



Chris Kukulski, City Administrator