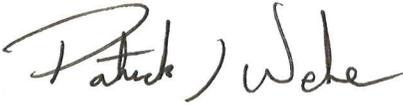


DHHS Policy on Retirement Recognition	
Issue Date: July 1, 2016	
Effective Date:	July 1, 2016
Signature:	 Lisa Taylor-Jones Human Resources Director Department of Health and Human Services
Signature:	 Pat Weber Chief Financial Officer Department of Health and Human Services

Purpose:

To provide guidelines for DHHS management regarding retirement recognition.

Policy:

Recognizing the retirements of all Department of Health and Human Services employees is expected and highly encouraged. To make the retirement landmark special to long-term contributing team members, a retirement letter, certificate and admiral level recognition will be distributed to all retiring employees. State funds will not be used for the purpose of retirement parties, including gift cards.