



PERSONNEL POLICY BULLETIN



Retirement or Voluntary Separation Reception

Policy Statement

Employees who work for Sarpy County 10 or more continuous years may be eligible for a reception upon retirement or voluntary separation of service.

Expenditures for recognition of "one" employee shall cost no more than \$250 dollars with invitation extended to "all" County employees. If the reception is for "one" employee and restricted to the "department only" or invitation only, then no more than \$100 shall be expended for the reception.

Retirement and separation of service celebrations will not be treated as a taxable benefit, as they are classified as a "De Minimis" fringe benefit under the IRS Tax Code.

Provisions and Procedures

- A gift of up to \$75 may be purchased for retirement or voluntary separation of service,
- The hosting department is responsible for coordinating all rooms, activities, and purchases associated with the reception,
- Human Resources has available supplies/equipment such as mints, nuts, paper products, utensils, punch bowl, etc.,
- The hosting department needs to notify the Human Resources Department a minimum of two weeks in advance of the event to determine availability of supplies/equipment,
- Prior to purchasing other items and food, contact the Human Resources Department for guidance and budgetary authorization,
- All unused supplies and equipment will be returned to the Human Resources Department in working order or replacements will be charged to the department,
- All purchases of items for the reception shall be submitted to Human Resources for reimbursement.