



**CITY OF BOWLING GREEN  
ADMINISTRATIVE INSTRUCTION NO. 38**

**RETIREE RECOGNITION**

These Administrative Instructions set forth policy regarding the recognition of employees who are retiring from City service.

**INSTRUCTIONS**

The City desires to recognize employees who are retiring from employment with the City. Retirement, for purpose of this policy, shall mean that at the time that employment is terminated the employee is eligible to obtain either a service or disability retirement in accordance with requirements of either the Public Employees Retirement System of Ohio or the Police and Firemen's Disability and Pension Fund. Retiring employees will be presented a gift by the Mayor or his/her designee at suitable recognition ceremonies.

The format of the award program, including the style of the retirement gift and the date of the recognition ceremony shall be decided on a case-by-case basis. However, City funds shall be expended in a consistent fashion for all recognized retirees.

  
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John B. Quinn, Mayor

February 9, 2001  
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Date

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