

**RESOLUTION NO. 2022-\_\_\_\_\_**

**A RESOLUTION OF THE NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS ESTABLISHING A POLICY FOR RECOGNIZING EMPLOYEES WITH 20 OR MORE YEARS OF SERVICE UPON RETIREMENT; ADOPTING A “RETIREMENT RECOGNITION FORM”; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Board of County Commissioners recognizes the contributions made by employees who have invested a significant portion of their careers working for the Board of County Commissioners; and

**WHEREAS**, retirement recognition is important in increasing employee morale, creating a positive culture within the organization, and reinforcing the Board’s gratitude to those who have served the residents of Nassau County; and

**WHEREAS**, the Board of County Commissioners is desirous of establishing a formal policy outlining how Board employees with 20 or more years of service to the Board will be recognized.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Nassau County, Florida as follows:

**Section 1. Purpose:** It shall be the purpose of this Resolution to establish a policy to recognize employees who dedicated 20 or more years of service to the Board of County Commissioners upon their retirement.

**Section 2. Eligibility Requirements/Tiers of Recognition:** This section reflects the qualifying criteria required to be formally recognized by the Board of County Commissioners.

- a) Employees with 20-24 years of service upon retirement are eligible to receive a Resolution at a regular meeting of the Board of County Commissioners, prior to their retirement date. The Resolution will be prepared by the County Manager’s Office.
- b) Employees with 25 or more years of service upon retirement are eligible to receive a Resolution and a retirement plaque at a regular meeting of the Board of County Commissioners meeting, prior to their retirement date. The plaque will be ordered

by the County Manager's Office with the invoice sent to the Department for payment at the department's expense.

Should the employee be unable to attend the Board of County Commissioner's meeting, other arrangements can be made by the County Manager to provide the Resolution and/or plaque.

Employees with less than 20 years of service are not eligible for recognition by the Board of County Commissioners. However, a Department Head and/or immediate supervisor may recognize the retiree at their discretion within the department. Said recognition shall have no financial impact/cost to the County.

**Section 3. Responsibility of Notifying the County Manager:** It shall be the responsibility of the Department Head to notify the County Manager's Office, a minimum of 60 days prior to the employee's retirement date, of the employee(s) with 20 or more years of service retiring, subject to the following:

- a) The employee must be formally retiring from the County and the Florida Retirement System (FRS). Individuals "resigning" will not be formally recognized by the Board of County Commissioners.
- b) The Department Head, in notifying the County Manager's Office, shall utilize the Retirement Recognition Form, attached as "Exhibit A".
- c) Recognition of the retiree shall occur prior to their final date of employment.

**Section 4. Expenditures:** All costs associated with the purchase of plaques for individuals with 25 or more years of service will be the responsibility of the department. During adoption of the annual budget, department heads shall determine the number of employees eligible for retirement plaques during the following fiscal year and budget accordingly. Each plaque purchase shall be limited to \$100 or less.

**Section 5. Effective Date:** This Resolution shall become effective upon adoption by the Board of County Commissioners.

**DULY ADOPTED THIS** \_\_\_\_\_ day of \_\_\_\_\_, 2022.

BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FL

\_\_\_\_\_  
AARON C. BELL  
Its: Chairman

Approved as to form by the Nassau  
County Attorney:

\_\_\_\_\_  
MICHAEL S. MULLIN

## RETIREMENT RECOGNITION FORM

Name of Employee Retiring: \_\_\_\_\_

Last Date of Employment: \_\_\_\_\_

Original Hire Date: \_\_\_\_\_

Total Years of Employment: \_\_\_\_\_

Department Head making nomination: \_\_\_\_\_

Employee Desires to be Recognized at Board Meeting:

☐ Yes

☐ No

Proposed Meeting Date: \_\_\_\_\_

Positions Served and Associated Dates:

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Any special attributes and/or achievements to mention in the Resolution:

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## COUNTY MANAGER'S USE ONLY BELOW LINE

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Date Received by County Manager's Office:

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Scheduled BOCC Meeting:

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Retiree Eligibility (check all that apply):

☐ Resolution    ☐ Plaque

Plaque Ordered (if applicable)

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