





Administrative Policy

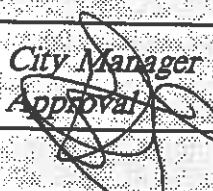
Title: Retiring Employees				
Administered By: Administrative Services (Human Resources)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01400.009	09-03-91 (N/A)	01-03-17		

This Policy had been numbered Policy 200.18. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 200.18
Issued: 09-03-91
Revised: N/A

ADMINISTRATIVE POLICY

<i>SUBJECT:</i>		<i>Page 1 of 1</i>		
RETIRING EMPLOYEES				
<i>Section No.</i>	<i>Policy No.</i>	<i>Issue Date</i>	<i>Revision Date</i>	<i>City Manager Approval</i>
200	.18	Sept. 3, 1991		

POLICY:

The Human Resources Department is responsible for assisting employees with the processing of retirement application materials and providing information on life insurance conversion, health benefit information, and collection of any remaining City property such as a City Identification Card, and any other information relevant to the retiring employee.

PROCEDURE:

The PERS retirement system takes a minimum of 90 days to process, so employees are encouraged to submit retirement paperwork at least 90 days prior to the desired retirement date.

The employee should be directed to the Human Resources Department to begin the retirement process.

The Department Head should note the employee's last day of work and submit a request to hire form if a replacement is desired.

The retiring employee is to set up an appointment with Human Resources prior to the final day of work to complete all necessary information prior to their final day of retirement.

Questions concerning this policy can be directed to the Benefits Analyst in the Human Resources Department.

CITY OF CORONA