

1. PURPOSE

Establish standards for Houston Public Works retirement and farewell announcements.

2. OBJECTIVE

Standardize process for retirement and farewell announcements.

3. DEFINITIONS

The following terms are used in this document.

TERM	DEFINITION
Retirement	An employee who is retiring from employment with the City of Houston, after 20 or more years of service.
Farewell	An employee who resigns or leaves the City of Houston.
Announcement	A formal statement announcing an employee's departure from the City of Houston.
Template	A pre-formatted document used to announce retirement or farewell details.

4. SCOPE

This procedure applies to all Houston Public Works employees and supersedes any other former Departmental procedure or directive.

5. RESPONSIBILITIES

ROLE	RESPONSIBILITY
Administrative Coordinator	Ensure that retirement and farewell announcement requests comply with Houston Public Works procedures prior to forwarding to the Communications Team.
Communications Team	Reviews, edits, and distributes retirement announcements to Houston Public Works.

6. PROCEDURE**6.1 HOUSTON PUBLIC WORKS RETIREMENT ANNOUNCEMENTS**

The Communications Team will distribute retirement announcements, created using approved template and forwarded from each service line.

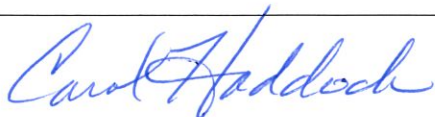
6.1.1 RETIREMENT

Department-wide via eBlast for 20 or more years of service. Less than 20 years of service, distributed by service line.

6.1.2 FAREWELL

Distributed by service line.

APPROVED:



DATE APPROVED:

4/8/2020

6.1.3 COMMUNICATIONS TEAM

Process within 24 hours of receipts.

6.1.4 EBLAST

Only one eBlast distributed.

6.1.5 ANY EXCEPTION TO THIS POLICY MUST RECEIVE APPROVAL BY HOUSTON PUBLIC WORKS DIRECTOR OR DESIGNEE.

7. COMPLIANCE

Adherence to the above is mandatory. Any employee who violates this procedure may be subject to corrective action.

8. APPENDIX

8.1 REVISION HISTORY

DATE	REVISED BY	SECTION	CHANGES
3/2/2020	Debra Pruitt	All	Initial Document