

**CITY OF NEW BERN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMISTRATIVE ORDER 4.5
Subject: RETIREMENT SPENDING
To: Department Heads
From: Mark Stephens, City Manager
Maintained By: Finance
Date: February 2017
Update to April 12, 2006 Policy

Purpose

To provide guidance on eligible spending for retirement functions.

Policy

To show appreciation to employees upon their retirement after years of service with the City of New Bern, all retiring employees will be entitled to a retirement function using City funds up to \$100, with an additional \$10 authorized for each year of employment with the City. These funds are to be used for refreshments and paper products, but not for gifts, mementos, or other similar items. These are the only city funds that are to be used for the function (i.e. the Department cannot separately pay for paper products and/or drinks).

Additionally, the City is authorized to purchase a gift card for the retiring employee according to the chart below. These are the amounts the city can spend; in some cases the face value of the card can be greater if the vendor/provider authorizes a discount.

Length of Service with City	Amount Spent for Gift Card
5 but less than 10 years	\$150.00
10 but less than 15 years	\$175.00
15 but less than 20 years	\$200.00
20 but less than 25 years	\$225.00
25 but less than 30 years	\$250.00
30 years and over	\$275.00

A receipt for purchased refreshments must be provided to the Accounting Department to ensure reimbursement.



 Mark A. Stephens, City Manager

 Date *03/14/17*