**VCCJA Retirement Recognition Procedures**

**Purpose**: To establish uniform guidelines for formally recognizing VCCJA colleagues upon their retirement and thanking them for their service.

**Eligibility**:

* VCCJA Directors
* Deputy Directors/Senior Staff who have contributed in a demonstrable way continuous and extensive leadership/involvement in VCCJA by serving as members of the Executive Committee or as Co-Chairs of standing committees (based on recommendation of their Director and as approved by the VCCJA Executive Committee)
* DCJS Staff (as determined by the VCCJA Executive Committee)

**Recommended Presentation Protocol**

1. Presentation to be done at the last Directors’ Meeting where the honoree is present
2. *Note*: Should the honoree not attend the Directors’ Meeting, they will still be acknowledged by citing activities and accomplishments, and the Vice President will ensure that the card and gift are given to the honoree.
3. President or Vice-President signs the card on behalf of all their VCCJA colleagues who may not have an opportunity to personally sign the card. Card will still be circulated for individual signatures and good wishes.
4. List of activities and accomplishments with VCCJA and local probation/pretrial will be acknowledged.
5. Allow attendees who wish to do so to speak regarding the honoree.
6. Allow the honoree time to speak.
7. Take a group photo and have an 8 x 10 enlargement made and sent to retiree (take the photo even if the retiree is not present, as this is a remembrance from their colleagues)

**Responsibility**: The VCCJA Vice-President shall be in charge of coordinating the process of recognizing eligible individuals. This process shall include the following:

On a Quarterly basis in March, June, September and December send an email to all Directors and the four Regional Representatives requesting information on any known persons eligible for retirement recognition in the coming months. (A form has been developed for this purpose that should be provided to retiree/supervisor to enumerate details of service.)

Present names and plans for recognition (presentation of card, cake, certificate, photo-op, speakers, date & venue) to the Executive Committee for approval at the next EC web-ex or by email if time is short.

Determine retirees’ availability and coordinate and delegate responsibility as needed for purchases and presentation activities at the selected venue.

*Note*: An alternate venue for presentation such as a regional or committee meeting could be considered if the retiree does not normally attend or will not be at the director’s meeting.

Estimated Budget for Retirement Presentation

$7.00 - Card

$50.00 - Cake (no cake will be purchased if honoree does not attend final Director’s meeting.)

$20.00 Certificate of Appreciation in a very nice 8 x 10 frame (the frame can later be used to put the group photo in.)

$8.00 – 8 x 10 photo enlargement & postage (upload picture and place order to be mailed directly to recipient from an online photo processing company)

$85.00– Total (with cake and picture frame)

In the first year all purchases related to retirement recognition shall come from the existing EC budget. In subsequent years a line item will be built in to the EC budget to anticipate projected retirement costs.

**Recognition for service other than retirement**

Leaving Employment

At the discretion of the EC, upon request of a Director or EC member, recognition may be made in a similar vein for individuals leaving their position who have had at least 5 years of service and meet the eligibility criteria noted above.

End of Committee Term

It is recommended that at the Annual EC Summit when Committee Chairs are appointed those who are leaving a Chair position as well as EC members who are rotating off the EC be identified for recognition with a Certificate of Appreciation. (These would made and mailed to the recipients following the EC Summit.)

Letter of Recognition

When requested, the VCCJA President may also send a letter of recognition and appreciation to a long-time VCCJA member upon notice of retirement if the person has not served in a leadership role on a statewide level but has been a supportive VCCJA member.