

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;">Policy and Procedure</p>	POLICY AND PROCEDURE NUMBER 02.01.120	PAGE 1 of 3
	EFFECTIVE DATE October 31, 2014	
SUBJECT Retirement Letters and Awards		SUPERSEDES 10-0021
DATED November 1, 1984		
CHAPTER Administration	SECTION General Administration	APPROVED BY Signature on File

PURPOSE

This formalizes the policy and procedure (P&P) of the department on requesting retirement letters and awards from the commissioner and governor.

POLICY

It is the policy of the Department of Transportation and Public Facilities (DOT&PF) that all persons retiring are eligible to receive a retirement letter from the commissioner. Furthermore, employees with 20 years or more of service may also request a retirement letter from the Alaska State Governor and/or a retirement award commemorating the employee's service.¹

PROCEDURE

Letter From Commissioner:

When regional office staff is notified of an employee's intent to retire, they are to notify the employee's supervisor and request the following information:

- Name
- Job Title
- Years of service to DOT&PF
- Total years of service with the state
- List of accomplishments and/or career highlights

The regional office staff will review and submit the above information to the commissioner's executive secretary. Requests must be received a minimum of 30 days

¹ To verify total years of service, requests must be sent to Employee Records Section of Employee Planning and Information Center (EPIC)/Department of Administration (DOA) via email doa.dop.employee.records@alaska.gov and provide the specific reason/purpose.

***For Alaska Marine Highway System (AMHS) vessel employees, requests for years of service must be sent to Payroll Services Section/DOA.

in advance to guarantee letter finalization, commissioner's signature, and return of the letter to the requestor.

Exception: Request for retirement letters and awards from AMHS employees shall go through the AMHS Division Director's office. Request from Headquarters shall go through the respective division's administrative support staff.

Letter From Governor:

If an employee has 20 years or more of service with the state, a retirement letter from the governor may be requested (AAM 100.090). Regional office staff must obtain an email from the employee's supervisor and division director approving the request. Additionally, regional office staff must obtain the following information:

- Name
- Job Title
- Home Address
- Total years of service with the state
- Department
- Brief summary highlighting significant contributions the employee has made

The regional office staff will review and submit the above information, including email approvals, to the commissioner's executive secretary. It is strongly advised for letters to be submitted two months in advance; the typical turnaround time for these letters is one to three months.

Exception: Request for retirement letters and awards from AMHS employees shall go through the AMHS Division Director's office. Request from Headquarters shall go through the respective division's administrative support staff.

Retirement Award:

Retirement awards may be requested for employees with 20 years or more of service. Retirement plaques (or Gold Pans) for employees that do not exceed a per item cost of \$200 may be approved in writing by the appropriate directors through a memo justifying the exception.² Other retirement awards that are generally considered "nonessential" items may not be authorized for purchase without the prior approval of the Administrative Services Director. For more information, see P&P 10.01.022 *Unauthorized Expenditures/Purchase*.

AUTHORITY

AAM 100.090

² Appropriate director includes deputy commissioners, regional and headquarters directors, international airport director or manager and AMHS general manager.

IMPLEMENTATION RESPONSIBILITY

Commissioner, regional/division directors, and/or system directors/managers

DISTRIBUTION

All department employees via the DOT&PF website