

Revised 11/20/2012

RETIREE RECOGNITION PROCESS

To commemorate and celebrate their longevity with the City, employees who have worked for the City of Saint Paul for 20 or more years are eligible to receive a clock, a plaque signed by the City Council Members and City Council recognition at a Council meeting. Employees may choose all three or any of the three as they wish.

Departments are responsible to order the clocks and coordinate with the City Council to obtain blank certificates with Council Member signatures and schedule the official Council recognition. Please see information below.

Ordering clocks (for those employees with 20 or more years of service:
Spartan Promotional Group, Inc
Attention: Kathy Corcoran at 651-731-7360 (Oakdale/Minnesota)
Item # 645-618-Alex (If you buy up to 24 clocks, each will be \$30.00)

Ordering plaques:
Presentaaplaque.com or phone # 800-824-2930
Item # CWPOCM81-A (1 case pre-assembled pocket plaques for 8.5 x 11 certificates, 11 per case, walnut color, clear plexiglass)
Each case is \$ 101.75

Ordering blank certificates with Council signatures for the plaques:
Contact carol.novak@ci.stpaul.mn.us at 266-8660 at City Council

When you have the signed certificate, print (using the computer) the employee's name in the space provided. (If needed, contact Norma Haddad in the Office of Human Resources at norma.haddad@ci.stpaul.mn.us or (651) 266-6535 to get the Microsoft Word template used for printing.)

City Council Recognition of Employee
If the employee has 20 years of service and wishes to be recognized by the City Council, please contact Mary Erickson at mary.erickson@ci.stpaul.mn.us or (651) 266-8565 for information on how to proceed.

IF YOU HAVE FURTHER QUESTIONS REGARDING THIS PROCEDURE, PLEASE CONTACT:

Norma Haddad – Office of Human Resources
(651) 266-6535