

Revised 01/27/2016

RETIREE RECOGNITION PROCESS

Ordering Retiree Clocks and Plaques for your Retiring Employees

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/plagues 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 Bernardin at 651-739-6460 (Oakdale/Minnesota)

Account Number: 201560

Item# 645-618-Alex (if you buy up to 24 clocks, each will be \$30.00)

Please see below for options for tabletop clocks and mantle clocks.

<http://specialmarkets.howardmiller.com/clocks-tabletop>

<http://specialmarkets.howardmiller.com/clocks-mantel-all>

Ordering plagues:

Presentaaplaque.com or 800-824-2930 **(must call in directly for order)**



Item# CWPOCM81-A - pre-assembled pocket plaque: 8.5 x 11 certificates, walnut color, clear plexiglass.

- One case (11 per case) is \$134.50 plus shipping.
- Individual Pocket plaque is \$23.73 plus packaging and shipping cost.
- Five Pocket Plaques is \$70.04 plus packaging and shipping cost.

CITY COUNCIL RECOGNITION OF RETIREE

If the employee has 20 years of service and wishes to be recognized by the City Council, please contact Shari Moore at shari.moore@ci.stpaul.mn.us or (651)266-8686, for information on how to proceed.