

# ***CITY OF DENTON***

## **POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE**

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 112.03
SUBJECT: SEPARATION	INITIAL EFFECTIVE DATE: 05/08/88
TITLE: RETIREMENT POLICY	LAST REVISION DATE:

### **POLICY STATEMENT:**

City of Denton employees may choose a retirement date regardless of age and free of any influence because of his/her age.

### **ADMINISTRATIVE PROCEDURES:**

1. Employees who have attained the specified age and years of credited service, as outlined in the provisions of the Texas Municipal Retirement System or other applicable retirement system, may retire from employment with the City of Denton at any age.
2. An employee who meets the applicable retirement criteria and has chosen to retire must notify his Department Director and the Director of Human Resources in writing of such decision thirty (30) days prior to the effective retirement date. This procedure will ensure an appropriate time for arranging retirement outprocessing and provide the City an opportunity to recruit for and fill the position being vacated.