

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 149.00

EFFECTIVE DATE: 15 October 2025

SUBJECT: RETIREMENT RECOGNITIONS

POLICY DIRECTIVE

PURPOSE:

To ensure Division of Corrections and Rehabilitation employees with ten (10) or more years of service to the State of West Virginia are recognized upon their retirement from the agency.

REFERENCE:

West Virginia Ethics Commission - Public Employee Recognition and Retirement Guideline.

RESPONSIBILITY:

No additional written instructions on this subject are required.

CANCELLATION:

Any previous written instruction on the subject including Commissioner's Instruction #DCR-18-05, dated 16 November 2018.

APPLICABILITY:

All facilities and work units within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

DEFINITIONS:

Employee: Any employee of the Division of Corrections and Rehabilitation (DCR) working at a correctional facility or other work unit. For the purposes of this policy, this does not include contractors and their employees or volunteers.

POLICY:

- I. When an employee with ten (10) or more years of service as an employee of the State of West Virginia announces his or her retirement date, the following shall occur.

- A. Human Resources staff from the employee's facility or work unit will notify the Commissioner's Executive Secretary of the retiring employee's name, original date of hire, date of intended retirement, a summary of the employee's job titles and notable accomplishments, and (as applicable) the details of plans for a retirement celebration.
 - B. At the discretion of the Appointing Authority of the retiring employee's facility/work unit, this notification may be made for those employees retiring with less than ten (10) years of service.
 - C. The Commissioner's Executive Secretary will collaborate to develop a letter and/or certificate for the Commissioner's signature commemorating, recognizing, and expressing gratitude for the employee's service and will ensure the Governor's Office is notified.
- II. Any retirement celebration/gift shall be conducted and/or presented in accordance with the *West Virginia Ethics Commission - Public Employee Recognition and Retirement Guideline* available on the Ethics Commission website.

ATTACHMENT(S):

None.

APPROVED SIGNATURE:

 09/17/2025

David L. Kelly, Commissioner

Date