

	<p><u>policies and procedures</u> ELECTRIC BOAT MANAGEMENT ASSOCIATION</p>	APPROVED	NUMBER 4-1
		DATE February 4, 2004	ISSUE 9
SUBJECT		PAGE 1 OF 2	
RETIREMENT AWARDS			

To establish policy, responsibilities and procedures for honoring members of the Electric Boat Management Association (EBMA) who are retiring from the Electric Boat Corporation. This policy also applies to members who have maintained membership for a minimum of 20 years and are laidoff.

AWARD ELIGIBILITY

All retiring EBMA members must have been members of the Association for at least five (5) years immediately prior to retirement date.

GENERAL

A. Basis of Award:

1. The EBMA award is given to retirees of this Association based on their eligibility as defined above. The basis of this award is completely unrelated to Electric Boat Corporation or General Dynamics policy on retirement benefits.
2. All EBMA members (with 20 years or more) who are laid-off, must notify their Booster or an officer of the EBMA to qualify for an EBMA award consisting of the following:
 - a) A Life Membership
 - b) A complimentary dinner ticket
 - c) The option of receiving the EBMA news by requesting to be added to the EBMA mailing list.
3. All EBMA members who retire will receive an EBMA award consisting of:
 - (a) A life retirement Membership
 - (b) A complimentary Dinner Ticket to a regular monthly meeting of the retiree's choice.
 - (c) A letter of recognition.

policies and procedures	DATE 2/4/04	PAGE 2 OF 2	ISSUE 9	NUMBER 4-1
--------------------------------	----------------	----------------	------------	---------------

PROCEDURE

The EBMA Office Secretary shall extract from Human Resources database, a listing of salaried retirees for the current month and provide this listing via-email to the Chairperson of the Retirement Committee and/or Chairperson of the Board of Directors and/or Association President, to verify their eligibility of membership in the EBMA.

A designated representative of the EBMA shall be provided a complimentary ticket to attend the retirement function for the eligible retiree in order to present that individual with their awards as stated in Section A, Paragraph 3, of this procedure.

The EBMA Office Secretary should recheck monthly database retirement lists to ensure complete coverage of retirees. In those cases where a member retiree was inadvertently omitted, the same procedure will be followed as indicated in Section A, Paragraph 1 and 2 of this procedure.

The EBMA retiree is automatically taken off the active mailing list as of the effective date of severance is processed. Therefore, the EBMA Office Secretary shall ensure that the Retiree Computer file is kept current. The Office Secretary shall, upon request from an official of the Board/Administration, develop a label listing for mailing purposes.

A deviation from the above procedure will require approval if the Association President and one of the following: Chairperson of the Board of Directors, the Chairperson of the Retirement Committee, the Director of Community Activities. The cost of such deviation will come out of the Retirement Committee budget.

The EBMA Office Secretary shall retain all copies of correspondence.

Retirees shall be recognized during the regular scheduled monthly dinner meetings.