

4031: EMPLOYEE LONG SERVICE AND RETIREMENT RECOGNITION (AP)

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POLICY

The Board of Education believes that an employee's long service to the Board and the employee's retirement should be recognized.

The Regulations to this Administrative Procedure establish the guidelines for these recognitions.

REGULATIONS

1.0 LENGTH OF SERVICE RECOGNITION

- 1.1 An employee who, as of June 30, is in the 25th year of employment according to start date with the Board, and has been actively employed for the past 3 three years, will be recognized in that calendar year and be invited to the Annual Board Long Service and Retirement event.
- 1.2 The Superintendent, in consultation with the Board, shall determine the type of recognition annually.

2.0 RETIREMENT RECOGNITION

- 2.1 In June of each year, the Board will host a reception for all retiring regular employees including teachers, support staff, principals and vice principals and exempt staff who have a minimum of 10 years of service with the district, have been actively employed for the past 3 years and are applying to receive the benefits of a pension plan.
- 2.2 The Superintendent, in consultation with the Board, shall determine the type of recognition annually.