

## **480 EMPLOYEE RETIREMENT RECOGNITION**

### **I. PURPOSE**

The purpose of this policy is to recognize employees who retire from Pipestone Area Schools by showing appreciation and thanks by presenting a retirement gift for said employee's years of service.

### **II. GENERAL STATEMENT OF POLICY**

- A. Said employee must be retiring from the district.
- B. Gift shall not be a monetary award.
- C. Retirement gift will be set by the school board.

### **III. DEFINITION**

"Retirement" means the action or fact of leaving one's job, career, or occupation permanently. If eligible, said retired employee may still sub within the district at the superintendent's discretion.

### **IV. PROCEDURES**

Upon retirement, any employee who has worked for Pipestone Area Schools shall receive a gift of appreciation which will be given at the end of the school year.

- A. 0-19 Years of Service – An engraved plaque, purchased from a store or vendor, at the superintendent or his designee's discretion.
- B. 20+ Years of Service – An engraved clock, purchased from a store or vendor, at the superintendent or his designee's discretion.
- C. Upon the end of a school board member's term, he or she will receive an engraved plaque, purchased from a store or vendor, at the superintendent or his designee's discretion.

*Legal References:* Minn. Stat. § 123B.02, (General Powers of Independent School Districts) Subd. 14a (Employee Recognition)