

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)

Adopted: 12-19-2016

Reviewed: 4-25-2022, 4-28-2025