

Section:	Human Resources	
Title:	Employee Service Recognition	5.2

Purpose

To recognize employees for their dedicated service to the Mission Public School District.

Policy

The school district values the service employees provide and acknowledge the contribution employees make in delivering programs and services to the school district.

General Guidelines

1. New Employee Recognition

1.1. All new employees will receive a letter signed by both the Board Chair and the Superintendent, welcoming them to the school district.

2. Length of Service

2.1. Employees with 10, 20, 25, 30, 35, or 40 years of service to the school district shall be formally recognized for their service to the school district.

2.2. Service will be determined by the anniversary date of the employee’s appointment to the school district.

2.3. Length of service gifts will be commensurate with the length of service and will be distributed at an event held at the employee’s regular worksite.

3. Retirement

3.1. Employees who are retiring from the school district shall be recognized each school year.

3.2. Retirement gifts will be commensurate with the length of service and will be distributed at an annual retirement event.

3.3. The school district will organize the retirement event for retirees, their immediate family members, the Board, and senior management.

Date of Original Board Approval: **November 16, 2021 Approved in Principle**
January 18, 2022 Approved

Date Amended:

Legal Reference:

Cross Reference: