

MINNETONKA PUBLIC SCHOOLS

POLICY #444: RETIREES AND LONG-TERM EMPLOYEES – RECOGNITION OF SERVICE

1.0 Purpose

It is the desire of the Minnetonka School District to recognize and highlight the service of staff in order to build a culture of supporting relationships that are conducive to personal and academic achievement and inspire in everyone a passion to excel.

The District Recognition Program Goals include:

- 1.1 To inspire in everyone a passion to excel with confidence and hope.
- 1.2 To promote and increase positive morale, support and appreciation of the District among its students, employees, volunteers and community.
- 1.3 To reinforce behaviors that are consistent with District priorities and values, as outlined in the School Board Vision and Strategic Plan.
- 1.4 To maximize opportunities to celebrate the contributions and achievements of individuals and groups.
- 1.5 To establish a culture where appreciation and gratitude are prevalent and overtly communicated.
- 1.6 To spotlight and publicize the excellence within and in support of the Minnetonka Public Schools and its students.

2.0 Recognition of Years of Service for Employee

Active employees shall receive public recognition after five years of service, with awards in increments of five years thereafter.

3.0 Retirees

In the spirit of these program goals, the following citation will be formally presented to employees who are retiring. Normally, the presentation will be made by the School Board as follows:

“Upon the retirement of (named retiree) after ____ years of faithful service to the Minnetonka Public Schools and to the children of the community, the School Board hereby records its sincere appreciation and unreserved commendation for these years of diligent devotion to professional responsibility.

In public recognition of this service, this citation is presented by unanimous vote of the School Board at its meeting on _____ and is recorded in the proceedings of the meeting.”

Chair, School Board

3.1 To qualify for the citation, the employee must meet the following criteria:

3.1.1 Be 55 years of age, or older; and

3.1.2 Have at least five years of service in the District.

3.1.3 An exception to the above criteria may occur under compelling circumstances.

3.1.3.1 For example, a person with five or more years of service may resign before the age of 55 for disability reasons.

3.1.3.2 The prime criterion in such cases continues to be five years of service

3.2 In addition to the citation, the District will provide retirees meeting the above criteria a complimentary lifetime pass to school events.

4.0 Public Recognition of Retirees and for Increments of Service

4.1 The administration shall design a retirement recognition program which shall include an annual event to recognize employees who are retiring.

4.2 The administration shall design a recognition and award program which shall include events to recognize employees for five-year increments of service.

Cross Reference

#908 Complimentary Admission to School Events

Board Approved: February 1, 2007