

# Policy

BOARD OF EDUCATION  
HORTONVILLE AREA SCHOOL DISTRICT

FINANCES  
6680 / Page 1 of 1

## STAFF RECOGNITIONS / YEARS OF SERVICE AND/OR RETIREMENT

The Board wishes to honor its staff, former Board Members and retiring staff members with plaques, pins, token retirement gifts, awards, and other amenities.

The Staff Recognition / Retirement Program builds staff morale and reinforces commitment to the organization.

A gift shall be award to all personnel with 5, 10, 15, 20, 25, 30, 35, or 40+ years of service. Personnel will select gifts from a list provided two months in advance of the annual Spring Awards dinner.

List of Gift value: *(All related tax implications will be applied to the paycheck.)*

5 – Years - \$30    10 – 20 Years - \$60    21 – 35 Years - \$85    > 35 Years - \$110

Any staff person completing 5, 10, 15, 20, 25, 30, 35, or 40+ years of service, shall be recognized at a spring dinner with the awards given as listed above. The staff member's spouse/friend shall be a guest at the spring dinner.

Retirement Gift Value - \$60 *(All related tax implications will be applied to the paycheck.)*

The District will purchase a book for each retiring staff member, of their choice, to be placed in the school library of their choice, as a remembrance of their years of service to the District. The staff member will submit a biography of their years with the District, which will be placed on the front inside cover of the book.

Any staff member retiring after age 55 with 10 or more years of service shall also be recognized at the spring dinner. The staff person's spouse/friend and two other family/friends shall be guests at the spring dinner.

Board members, Administration, and HASD employees are welcome to attend the spring dinner as guest of the District. Other persons attending are expected to pay for their own dinner charges.

A substitute completing 10, 15, 20, 25, 30, 35, 40 or more years shall be recognized at the spring dinner and receive a certificate of appreciation. Their spouse/friend shall also be a guest at the spring dinner.