

MAINE SCHOOL ADMINISTRATIVE DISTRICT #33

RECOGNITION POLICY

It shall be the policy of the district to recognize employees and board members upon leaving their positions in the following manner:

1. A letter of appreciation/acknowledgement will be sent to employees who are leaving voluntarily.
2. Those employees serving ten (10) years or more will receive a letter of appreciation and a plaque.
3. An employee retiring after twenty (20) years or retiring with special consideration will receive a gift.
4. Board members leaving after serving a full three (3) year term will receive a plaque and a letter.

Board members serving a term of less than three (3) years will receive a letter of appreciation.

Approved by the Board of
Directors on 10/03/88

See minutes #552