

BOARD OF EDUCATION
Cherry Hill, New Jersey

POLICY 9420.1

RECOGNITION OF EMPLOYEE RETIREMENT

The Board of Education wishes to acknowledge and recognize the service of its employees upon their retirement.

All employees whose retirements are effective during any given school year (July 1 - June 30) will be recognized at a Board of Education meeting or other public meeting to be held during the last four weeks of the school year. This recognition, sponsored by the Board of Education, will be organized by the Superintendent or his/her designee, and will serve to convey to all retirees, in all areas and departments, the appreciation and gratitude of the Board for their years of service.

The Board also acknowledges the traditional practice of holding individual appreciation events organized and funded by colleagues and friends of a retiree or group of retirees. While the Board recognizes such practices, it cannot sponsor, organize or fund such an event. No district funds may be involved; nor may the organizers of such an event make use of the tax-exempt status of the school district.

Additionally, the Board acknowledges the practice of holding a retirement event for a retiree or group of retirees at a district school, sponsored by any parent-teacher organization of that school. In this instance, while such an event must be funded by the organization involved, with no district funds used, it is permissible to request the use of school facilities for the event and to inform parent, staff and community members of the event through organization newsletters and/or flyers.

Because the individual and group events discussed above do involve school personnel, and may be perceived by the community as school-related events, there are administrative procedures which are to be followed for planning (individual retirement) such events, as well as for organizing the district's Board-sponsored recognition.

Adopted: 3/18/96
Amended: 5/20/96

REFERENCE ADMINISTRATIVE PROCEDURE #9420.1:

- #1: Recognition of Employee Retirement by the Board of Education
- #2: Recognition of Employee Retirement by Other Groups
- #3: Recognition of Employee Retirement