

RECOGNITION OF STAFF SERVICES

ADMINISTRATIVE, TEACHING AND NON-TEACHING PERSONNEL

At the time of their leaving employment (retirement, etc.), all administrative teaching and non-teaching personnel of the Division shall be recognized as follows:

- 1 to 5 years service - letter of appreciation from the Division Office
- more than 5 years of service - letter of appreciation and a suitable gift

The Board of Trustees authorizes the Administrative Staff to select, purchase and prepare the gifts for presentation using a guideline of \$10.00 per year of service up to a maximum expenditure of \$200.00.

Approved September 1, 1977
Confirmed April 7, 1992
Reviewed October 18, 1994
Revised February 16, 1999
Revised April 21, 2026