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| MSA Board Procedure #2202 |
| Category: Board Orientation Manual |
| Title: RECOGNITION OF EMPLOYEES FOR THEIR SERVICE TO MSA |
| Date of Initial Approval: 10-18-2017; 02-08-2023 |
| Reviewers: MSA Superintendent; MSA Board Executive Committee |

PURPOSE

This procedure is to establish a clear and consistent procedure for recognition of retirees who have served MSA for over 25 years.

OVERVIEW

The MSA board wishes to establish a procedure to recognize long-time employees who have retired for their commitment and dedication to the Minnesota State Academies.

CRITERIA

Retirees must have worked at MSA for at least 25 years to be eligible for this recognition.

PROCESS

When a retiree announces his/her retirement, the superintendent shall add an action item to the next board meeting to approve a resolution to recognize the retiree's service to the Minnesota State Academies. A standard resolution will be developed and kept on file with the MSA Superintendent's office for the board to use. The superintendent will present the resolution along with the usual retirement gifts and recognition during MSA's annual retirement/years of service ceremony.