

POLICY

SOMERSET COUNTY
BOARD OF EDUCATION

Date Submitted: February 12, 1980 Date Reviewed: May 25, 1999 September 19, 2006 March 17, 2009	Number: 700-24
Subject: Retirement and Service Awards	Date Approved: February 12, 1980 October 17, 2006 May 26, 2009 Date Revised: June 15, 1999 September 19, 2006 March 17, 2009 Effective Date: July 1, 1999 October 17, 2006 May 26, 2009

1. PURPOSE

The purpose of the retirement and service awards program is to formally recognize employees for their continued contributions toward the successful fulfillment of the goals and objectives of the Somerset County Public Schools.

2. PROCEDURE

- A. Eligibility - To receive recognition employees will accumulate service credit according to the following criteria:
- (1) The person must be employed by the Somerset County Public Schools on at least a daily half-time basis as determined by the job category to which the person was assigned. Temporary or per diem employment may not be credited.
 - (2) Position assignments budgeted for at least ten months employment will carry a full year of creditable service.
 - (3) Partial or interrupted years of service may be accumulated. Unpaid leaves, such as military, extended medical and parental, will not be counted as creditable service.
 - (4) The employee must complete the full years of service shown for each award no later than June 30 of the fiscal year in which the award is to be made. Portions of years such as 19.8 years, etc., will not be rounded off to equal a full year's service.
 - (5) All people employed prior to June 30, 1970 will be given a full year credit for each year of service.
- B. Recognition -Recognition will be given for 5,10,15,20,25,30,35, and 40 years of service to the Somerset County Public School System, and upon formal declaration of retirement from the system.