
RETIREE RECOGNITION LETTER PROCEDURE (PER-P003)
Milford Public School District

1.0 SCOPE:

- 1.1 The procedure describes the process by which the Superintendent acknowledges in writing the intent of teachers to retire at the end of a given school year.

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Superintendent of Schools
- 2.2 Deputy Superintendent of Operations
- 2.3 Director of Human Resources

3.0 APPROVAL AUTHORITY:

- 3.1 Deputy Superintendent of Operations

Authorized Signature on File

Signature

Date

4.0 DEFINITIONS:

- 4.1 PAN – Payroll Action Notice

5.0 PROCEDURE:

- 5.1 Retiree intent letter arrives in the Superintendent's Office or in the Human Resources office. If it arrives in the Superintendent's Office it is forwarded to the Human Resources Office.
- 5.2 Retiree intent letter is then forwarded to the Superintendent's Assistant who prepares a recognition letter acknowledging retirement for the Superintendent's signature.
- 5.3 Signed letter is mailed and a copy placed in the retiree's personnel folder by Human Resources Department.
- 5.4 Human Resources Department prepares PAN so that all necessary departments are aware of pending retirement.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Retiree Recognition Letter – PER-F022
- 6.2 PAN Procedure - PER-P007
- 6.3 PAN (ACCESS database)
- 6.4 Letter of Intent to Retire

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Retiree Recognition Letter PER-F022	Personnel File	99 years	Shredded	Locked Office
Letter of Intent to Retire	Personnel File	99 years	Shredded	Locked Office
PAN	Personnel File	99 years	Shredded	Locked Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision #</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
09/29/2003	B	Change 5.1
10/04/2004	C	Add/remove/change wording in 2.0, 3.0, 4.0,5.0, 6.0 and 7.0
02/03/2005	D	Change title back to Director of Human Resources

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