



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7176

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CATEGORY: **Personnel, Termination**

EFFECTIVE: **8-30-82**

SUBJECT: **Certificate of Appreciation, Retired Employees**

REVISED: **1-20-99**

A. PURPOSE AND SCOPE

1. To define administrative procedures governing the issuance and presentation of “Certificates of Appreciation” to retiring employees.
2. Retirement of classified and certificated employees is covered by Procedure 7175.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: I-2600, I-2700.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Employee Services Department, Human Resource Services Division, Administrative/Operational Support.
2. A “**Certificate of Appreciation**” (E.1.) is issued to all employees who separate from the district by reason of retirement and who will receive a monthly allowance from the State Teachers’ Retirement System or Public Employees’ Retirement System.

D. IMPLEMENTATION

1. **Employee Services Department**
 - a. Upon receipt of employee’s “Resignation/Retirement/Separation Notice” (E.1.), verifies that he/she is eligible for “Certificate of Appreciation” (E.2.).
 - b. If employee is eligible, prepares certificate and submits it to the superintendent and Board of Education president for signatures.
 - c. Sends “Certificate of Appreciation” to employee’s work site for presentation by his/her supervisor or mails it to employee’s home address, as appropriate.
2. **Employee’s supervisor** presents “Certificate of Appreciation” to employee if employee has not yet retired.

E. FORMS AND AUXILIARY REFERENCES

1. Resignation/Retirement/Separation Notice (available from the Human Resource Services Division or a school or department office).

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2. Certificate of Appreciation (prepared by the Employee Services Department).

F. REPORTS AND RECORDS

G. APPROVED BY

Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education