THIS IS NOT A CONTRACT OF EMPLOYMENT. EMPLOYMENT REMAINS AT-WILL AND MAY BE TERMINATED BY EITHER PARTY AT ANY TIME, WITH OR WITHOUT NOTICE OR REASON.

MAXABILITIES OF YORK COUNTY

PROCEDURE: RETIREMENT RECOGNITION

EFFECTIVE DATE: August 22, 2024

REVISION DATE:

REFERENCE: TERMINATION POLICY

The following procedure will be observed when an employee retires from MaxAbilities:

- Retirees with 15+ years of service with MaxAbilities will be formally recognized by the Board of Directors and presented with an Agency gift for their years of service with MaxAbilities. Funding for this gift is provided by the York County Disabilities Foundation.
- For Retirees who plan to return to service immediately after taking a mandatory lapse in service, recognition will be provided when they terminate all employment with the agency. This allows the Agency to recognize their tenure in it's entirety.
- For all other recognition for retirement and/or employee separations, the department may choose to provide a reception or social for the employee. The Agency will assume no financial responsibility for the event. Financial participation by associates is strictly voluntary.

MaxAbilities wants to treat each employee with fairness and in order to be consistent in this matter we have developed the above procedure. Please make sure that your staff are aware of this protocol.

If you are the supervisor of an employee who is leaving employment it is your responsibility to let the Executive Director or Designee and HR Director know when the employee is leaving and which option you will be choosing to recognize employee.