

The 2017 Employee Longevity Memento Project: PHASE II



A service memento distribution project of Clayton County Public Schools

The following schedule has been created to initiate Phase II of the Districts Longevity Memento Distribution Project to ensure that all active, fulltime employees at the 20, 25, and 30+ career benchmarks have an adequate opportunity to retrieve their benchmark mementos. Please carefully review the schedule below and govern yourselves accordingly.

Please make note, **the final day to retrieve your memento this school year is Wednesday, May 24, 2017.** There will be no additional opportunities after this date, as the memento items will not be readily accessible. We strongly admonish you to adhere to the schedule below.

DATE	TIME	LOCATION
Monday, May 22, 2017	9AM - 3PM	Human Resources (Central Office) 1058 Fifth Ave. Jonesboro, GA
Tuesday, May 23, 2017	3PM - 5PM	Human Resources (Central Office) 1058 Fifth Ave. Jonesboro, GA
<u>FINAL DAY</u> Wednesday, May 24, 2017	9AM - 5PM	Human Resources (Central Office) 1058 Fifth Ave. Jonesboro, GA

***Please bring a photo ID. Only report during the time-frames indicated above.*

*Again, this distribution schedule is **ONLY** for employees with 20, 25, and 30+ years of service to CCPS. All benchmark mementos for employees with less than 20 years were retrieved by school bookkeepers and department administrators and delivered to their respective schools/department.*

The memento is our way of acknowledging your dedication and continual service to the students of Clayton County Public Schools ...we thank you!