

467 STAFF RECOGNITION PROGRAM

I. PURPOSE OF POLICY

The purpose of this policy is to promote the efficient and effective operation of Intermediate School District 917 through recognition of both the length of employment and service of high distinction as recognized by the employee's peers and administration.

II. GENERAL STATEMENT OF POLICY

The School Board of Intermediate School District 917, in keeping with its obligations to its employees, has incorporated into its compensation plan for all of its employees a "staff recognition program" as described in this policy.

The School Board of Intermediate School District 917 authorizes the administration to develop a program for the recognition of staff members and their contributions to the success of Intermediate School District 917 in providing a high quality of education.

III. THIS PROGRAM SHALL INCLUDE AT A MINIMUM:

- A. **A recognition event with appropriate food served to all attendees.** This event will be held in the spring of each year and shall be open to all staff of Intermediate School District 917.
- B. **Recognition awards for years of service.** Such awards shall be appropriate for the number of years of service and shall be of a monetary value of approximately:
 - 1. For 10 years of service \$25
 - 2. For 15 years of service \$50
 - 3. For 20 years of service \$75
 - 4. For 25 years of service \$100
 - 5. For 30, 35, and 40 years of service \$125
(\$100 is the District support and \$25 is fundraising.)
 - 6. For employees who retire from Intermediate School District 917, an award of a school bell of a value of approximately \$50 shall be made.
- C. **Recognition of individual staff for exemplar service.** Staff members may be recognized on a quarterly basis by the School Board and the administration for service to students and to the District. Employee organizations and or departments will establish a process for determining the recipients of such recognition.

- D. **Outstanding Service.** Annually the District may recognize up to two teachers as teachers of the year. One additional non-certified staff member may be recognized as an employee of the year.

Employees of the year shall be awarded an appropriate plaque to commemorate their honor.