

## **Staff Recognition**

Utilizing District funds to recognize employees is permissible provided such items are nominal in nature. They should be given careful prior consideration as they are highly subject to public perceptions. When utilizing District funds to recognize employees, the following guidelines should be followed:

### **Cost and Award Type**

1. Individual recognition awards may not exceed \$150 in value.
2. Acceptable recognition awards may include but are not limited to: plaques, framed certificates, flowers, gift cards, district apparel.
3. Store-specific gift cards must be purchased. Pre-paid debit/credit gift cards (i.e. Visa or Mastercard), or cards with added fees are prohibited.
4. Gifts for birthdays, weddings, or other personal occasions specific to the individual are not allowed (recognition awards must be given for verifiable, employment related accomplishments).

### **Funding Source**

1. Costs shall be paid by the school, department, or program giving the recognition award.
2. The aggregate amount spent on recognition awards for the period should not exceed that which was budgeted by the department for these types of purchases.

### **Required Documentation**

1. Purchase documentation must be maintained for all recognition award purchases, to include: name of recipient, cost, and verifiable reason for the award.
2. If gift cards are purchased, a photocopy of the gift card (front and back) must accompany required documentation.

### **Celebratory Events**

Events may be held to celebrate verifiable accomplishments of an employee or group of employees. For example, retirement or Teacher of the Year celebrations. The aggregate cost to recognize an employee shall not exceed \$150.00; the threshold remains the same in cases an award *and* celebration are granted.

The following guidelines should be followed for such events:

- Refreshments may be purchased, such as cake, food, or drink.
- Purchase documentation must be maintained, including the reason for the event.
- Alcoholic drinks may not be purchased, nor consumed on district property.
- District sponsored events may not be held for birthdays, weddings, or other personal occasions specific to the individual(s).