

4556.2 Awards and Recognition

The Governing Board believes the district's employees are its most valuable resource and encourages recognition of the services they provide. The Superintendent or designee may issue service pins, certificates, plaques or other mementos in accordance with Board policy and administrative regulations.

Recognition By and Awards from the Governing Board

The Governing Board encourages recognition of meritorious service performed by employees or Board members of the district who:

1. propose ideas or procedures which eliminate or reduce district expenditures or improve efficiency of district operations;
2. perform special acts or services in the public interest;
3. by superior accomplishments, make exceptional contributions to the effectiveness, efficiency, economy, or improvement of district operations; and/or
4. by exemplary service over an extended period of time, have contributed to the improvement or effectiveness of the district education program.

Such recognition shall include district purchase and annual presentations of awards to employees completing five (5), ten (10), fifteen (15), twenty (20), twenty-five (25) and thirty (30) years of service, and every five (5) years thereafter; and during interim years for accomplishment and contribution to the improvement of the operation of the school district.

Honor and recognition shall be deemed Employee Recognition Day and shall be held annually. A report covering the method of recognition and the nature of the commendations given shall be presented to the Board annually at a public meeting prior to the Employee Recognition Day.

The Board of Trustees authorizes the superintendent or designee to recommend such employees to the Board for recognition and to be recipients of service pins, plaques, certificates and/or monetary awards as he/she deems appropriate.

Approval of expenditures by the Governing Board, district administration and authorized staff at each school site within the Etiwanda School District -- including district office, Child Nutrition, Maintenance & Operations/Transportation -- to purchase award and incentive items for the purpose of Employee/Student/Volunteer Recognition. Purchases will be limited to the following items:

•Ceramics	•Clothing
•Food Items	•Trophies
•Flowers	•Jewelry
•Letter of Recognition/Certificate	•Plaques
•Stationery Items	•Glassware
•Service Pins	•Meals

4556.2 Awards and Recognition (continued)

•Specialty (w/prior Board approval)	
-------------------------------------	--

Any award granted under the provisions of this policy shall not exceed the cost allowed by *Education Code* section 44015 or any revision thereof.

The Board of Trustees will receive prior notification of expenditures through the superintendent whenever awards are to be administered to employees.

Board Approved:

October 28, 2010

August 19, 2004

Effective Date: August 19, 2004