

## **Personnel — Certified/Non-Certified**

### **Gifts, Awards from Board of Education**

The Board of Education shall offer special recognition to employees at various significant times as a reward for dedicated service.

The recognition may, depending upon the circumstances and at the discretion of the Board, include but not be limited to a letter or Board resolution, a public ceremony, or an appropriate gift.

“Significant times” may include but not be limited to:

- periods of critical sickness or result of accident;
- family bereavement;
- some conspicuous professional achievement;
- an example of outstanding service over and beyond the normal call of duty; or
- retirement.

In order that there be some recognition of priorities, the Board authorizes the Chairperson of the Board to appoint annually a “Recognition Committee” to be composed of a Board member, the Superintendent of Schools or his/her designee, and selected staff members.

The function of the Recognition Committee shall be to be sensitive to occasions for employee recognition, and to establish such guidelines as may help assure appropriateness and fairness in recommended symbols of recognition.

The Board member on the Recognition Committee will transmit the committee’s recommendations to the Board of Education.