



Administrative Procedure 415

EMPLOYEE RECOGNITION

Background

The District believes that the District's employees are its most valuable resource and supports the recognition of services they provide. An employee recognition program is established to acknowledge the contribution of the District's employees in delivering programs and services to District students.

Procedures

1. Employees with 10 years' service shall receive a letter of recognition from the Superintendent and Chair of the Board.
2. Employees with twenty years' service shall be presented with a gift and a certificate.
3. Employees with thirty years' service shall be presented with a gift and a certificate.
4. Service is defined as all service with the District including interrupted service.
5. As determined in its [Policy 2 – Role of the Board](#), the Board will hold an annual recognition ceremony.

Reference: Section 17, 20, 22, 23, 65, 85 School Act

Adopted: December 3, 1973

Revised: June 18, 1984; April 27, 2004; September 16, 2008; December 15, 2020