

**All Personnel**

BP 4156.2(a)

4256.2

**AWARDS TO EMPLOYEES**

4356.2

The Governing Board recognizes the significant contributions which employees can make to improving "Excellence in Education" in the District. This includes improving the quality of programs and services provided students by certificated and classified personnel.

By establishing "Awards to Employees" the Board expresses its strong commitment to a staff recognition program. A program whereby employees can be recognized for their significant contributions to the District. In turn, the quality of educational opportunities and experiences for students will be enhanced.

**Purpose of Awards**

Awards may be made by the Board to current District employees who:

1. Propose procedures or ideas which thereafter are adopted and effectuated by the Board, and which result in eliminating or reducing District expenditures or improving operations; or
2. Perform special acts or special services in the public interest; or
3. By their superior accomplishments, make exceptional contributions to the efficiency, economy or other improvement in operations of the District.

**Consideration of Awards**

The Board shall consider recommendations from the Superintendent for awards.

**Nominations for Awards**

The following procedures shall be followed regarding the nomination or recommendation of any employee for an Award:

1. Residents living within the District or any employee may nominate a currently employed District employee for an Award;
2. Nominations may be made by completing a nomination form which will recommend to the Superintendent the name of any individual to receive an Award;
3. Nominations will be reviewed and recommendations made to the Superintendent of any individual to receive an Award;
4. Accompanying each recommendation for an Award shall be a specified amount of money, from a minimum of \$200 to maximum of \$15,000;

**AWARDS TO EMPLOYEES** (continued)

5. The Superintendent shall make the final recommendations to the Board for an Award to any employee.
6. In accordance with IRS regulations, the dollar amount of the Award will be reported on the employee's W-2.

**School Board Approval**

The Superintendent shall submit each Award recommendation to the Board who shall make all final decisions concerning Awards to employees under this policy. Awards to employees shall be by adoption of a Resolution stating:

1. The name of the employee
2. The purpose of the Award; and
3. The dollar amount of the Award.

An annual budget appropriation shall be established to provide funds to pay costs associated with the District's "Awards to Employees" program.

*(cf. 1150 - Commendation and Awards)*  
*(cf. 3300 - Expenditures/Expending Authority)*

*Legal Reference:*

EDUCATION CODE  
*35160 Authority of governing boards*  
*35160.1 Broad authority of school Districts*  
*35161 Powers and duties generally*  
*44015 Awards to Employees*