

STAFF RECOGNITION

The board recognizes that continuous service to the district by dedicated staff members should be recognized. In order to ensure both optimum efficiency in district operations, and the retention of expert staff, the chief school administrator shall ensure that an appropriate recognition program shall be developed.

The chief school administrator may recommend to the board the names of staff members who shall be recognized for their service to the Oxford Township School District. Any staff member who maintains a record of continuous service shall be recognized by the board of education in the following manner:

1. Five (5) years of service: Staff shall receive a certificate of recognition from the board of education.
2. Ten (10) years of service: Staff shall receive a certificate and a pin recognizing their service to the district.
3. Fifteen (15) years of service: Staff shall receive a certificate and a plaque from the board of education that recognizes their service.
4. Twenty (20) and twenty-five (25) years of service: Staff shall receive a certificate and the chief school administrator shall recommend to the board of education that the employee be granted an additional personal day for that school year. Regardless of current or future collective bargaining agreements, the personal day may not carry over to the next school year and must be used prior to the end of the school year. The unused personal day will not be reimbursed by the board of education.
5. The board of education will appropriately recognize all employees who retire from the district. Retirees will be awarded a plaque commemorating their time and service to the district and the board of education will engage the CSA to research and secure an appropriate recognition of the service provided to the district.
 - a. Employees who retire from the district with 1-5 years of service will be awarded a gift not to exceed \$100.00.
 - b. Employees who retire from the district with 6-10 years of service will be awarded a gift not to exceed \$150.00.
 - c. Employees who retire from the district with 11 or more years of service will be awarded a gift not to exceed \$200.00.
 - d. The Board of Education may choose to exceed the recommended expenditure.

The recognition given to staff will be monitored by the chief school administrator and recommended to the personnel committee on an annual basis. The recognition will be recommended to the entire board by the personnel committee for approval. The recognition program will commence with the 2008-2009 school year and will continue based on annual approval by the personnel committee and the full board of education.

Date:

First Reading: March 20, 2008

Second Reading and Adoption: April 17, 2008

Review Date: January 4, 2011 – No Changes

Legal References:

18A:27-10	Notice of continued employment or non-renewal
18A:11-1	General mandatory powers and duties
18A:17-20	Superintendent of schools, general powers and duties

Possible Cross References:

9000	Role of the Board
9130	Committees
9311	Formulation, Adoption and Amendment of policies
2131	Chief School Administrator
1100	Communicating with the Public
3570	District Records and Reports