



EMPLOYEE RECOGNITION

POLICY: 422
ADOPTED: 06/26/23

I. Purpose

The purpose of this policy is to establish procedures to establish and maintain an employee recognition program. The district shall demonstrate its appreciation of employees through a board-approved employee recognition program which shall not include monetary awards. It is important in a school community for employees to feel valued, recognized, and appreciated. The Employee Recognition policy provides a framework for individuals and teams to be recognized for their years of service, outstanding work, and contributions.

II. General Statement of Policy

- A. It is the policy of this school district to operate an employee recognition program in accordance with the applicable provisions of law. The Independent School District 199 Board of Education authorizes district administration to develop a program for the recognition of individuals and teams for their contributions to the success of the school district in providing a high quality of education.
- B. The school district shall provide recognition awards for employees for exemplary work or effort and/or years of service whenever fiscally possible. This form of in-kind compensation shall include, but is not limited to, recognition meals/refreshments, plaques and similar awards. It shall not include cash or gift card payments of any kind.
- C. The school district shall be fiscally responsible in determining the level of incentive for recognition that will be provided each year. The district priorities will guide decisions on making the determinations.
- D. Nothing in this policy sets a precedent for the presence or absence of recognition awards on a year-to-year basis.

III. Implementation

A. Funding

Funding allocations and limitations are based on a per employee per fiscal year basis. Allocations shall not carry over into a future fiscal year nor shall they be spent prior to the start of the designated fiscal year. Allocations per employee will include all full time and part time employees. Student, casual, temporary, and short-term substitute employees will not be included in this allocation. The allocations will be calculated at the beginning of the fiscal year by the Director of Business Services and

will not adjust during the fiscal year.

B. Annual Allocation of Funds

The Board of Education may authorize a total annual allocation of up to \$1.50 per employee for district-wide appreciation and recognition events. These funds may be used at the School Board's and the Superintendent's discretion.

C. Additional Annual Allocation of Funds

An additional annual allocation of \$3.50 per employee may be allocated for the purpose of recognition events specific to each school or department. The expenditure of these funds will be at the discretion of the principals at the school locations and administrators at the department level at the District Office, Transportation Department, Buildings and Grounds Department, Food Service Department and Community Education. These expenditures must meet the stated employee recognition procedures as outlined below.

D. Additional Donated Funds

School Principals or the Superintendent may use up to \$5 per employee of donated funds to provide additional recognition to employees. The athletics and activities department may also allocate up to \$5 per coach of donated funds to provide recognition to coaches. This additional funding must come from donations from outside organizations specifically designated to be allowed to be used for district employee recognition programs. Taxpayer dollars will not be used for this portion of the recognition program.

Legal References: [Minn. Stat. § 123B.02 Subd. 14a](#) (General Powers of Independent School Districts/Employee Recognition)
 [Minn. Stat. 10A.071](#) (Certain Gifts by Lobbyists and Principals Prohibited)

Cross References: Policy 421 Gifts to Employees and School Board Members