

## **EMPLOYEES - Series 400**

### **401 Employees and Internal Relations**

#### **401.8 Recognition for Service of Employees**

The Board appreciates the service of its employees and wishes to promote a positive work climate conducive to effective learning and employee productivity. In order to recognize their contributions, the West Branch Board of Education establishes an Employee Recognition Program.

Objectives of the program are:

1. To recognize employees who have given years of outstanding service to the West Branch School District.
2. To positively affect employee morale through awards for service.
3. To honor employees who have served the school district faithfully and who retire.
4. To promote community awareness of West Branch School employee service.
5. To foster a sense of unity among all employees.

Awards for service will be tangible mementos. If school district funds will be used, the superintendent's guidepost in making this determination shall be the reasonableness of the expenditure.

If the form of honor thought appropriate by the superintendent involves unusual expense to the school district, the superintendent shall seek prior approval from the Board.

Adoption Date: November 15, 1988

Review Date: April 11, 2011

Revision Date: