



716 EMPLOYEE RECOGNITION

I. PURPOSE

The purpose of this policy is to establish procedures to establish and maintain an employee recognition program.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to operate an employee recognition program in accordance with the applicable provisions of law.

III. IMPLEMENTATION

A. Funding

The funding source for the employee recognition program will come from district vending machine revenue and/or 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 program. Accordingly, vending machine revenues and donations from outside organizations are not considered taxpayer dollars and are a source of funding to be used for this program.

B. Uses of Funds:

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 Service Center, Transportation Office, and District Program Center. These expenditures must meet the stated employee recognition procedures as outlined below.

Each school/department will have a ~~\$10~~\$20 per full time employee (FTE) limit on spending for each fiscal year. The FTE number will be calculated based on the employee count at the beginning of each school year. Any part time employee will count towards this calculation at the applicable FTE ratio. However, the school/department may not overspend their funds received. Any unspent funds will carry forward to the next fiscal year, however, these funds will not add to the \$10 per FTE limit, but will simply reduce the funding needs for that year.

(Example 75 FTEs x ~~\$10~~\$20 per FTE = ~~\$1,500~~750 spending limit for that fiscal year)

Possible forms of recognition include, but are not limited to plaques, medals,

recognition meals, event costs and similar awards. The employee recognition program shall not include monetary awards, which includes cash and gift cards.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)

POLICY ADOPTED: May 24, 2007

POLICY REVIEWED: May, 2011, [February 15, 2018](#)

POLICY REVISED: June 16, 2011, [August 20, 2015](#)