

BARRE UNIFIED UNION SCHOOL DISTRICT
Barre City Elementary & Middle School
Barre Town Middle Elementary School
Spaulding High School
Central Vermont Career Center

May 18th, 2021

Recognition Procedure: Service Awards and Retirement Gifts

The purpose of this procedure is to ensure that the business of Barre Unified Union School District will be conducted according to the Barre Unified Union School District Fiscal Management and General Financial Accountability Policy (F20) and Prevention of Conflict of Interest in Procurement Policy (F24)

This procedure is to recognize employees consistently and fairly for their dedication to the school district. This procedure applies to all BUUSD locations and schools.

Definitions

1. **Employee Recognition:** A way for the BUUSD to focus on specific achievements and activities and acknowledge the significant accomplishments of its employees. The BUUSD sponsors a number of formal recognition programs for BUUSD employees, such as years of service awards and retiree farewells and awards. Additionally, the BUUSD encourages colleges and departments to recognize their employees as a whole for contributions to the BUUSD in a less formal manner.
2. **Prepaid Cards/Certificates:** A card preloaded with funds that is provided to an employee. Examples are gift cards/certificates, vouchers, Groupons, and e-Cards. Prepaid cards/certificates are treated the same as cash and require the same level of security if storage is required prior to distribution.
3. **Years of Service:** refers to employment at the BUUSD as a regular full-time or regular part-time employee working 50% or greater. Years of service begins upon assignment to a regular position at the BUUSD. Service in interim, part-time variable schedule, or limited term, positions are not eligible for years of service.

General:

1. The expenses for employee recognition events and retiree farewells should be posted to object code 56190 - Board Awards. Grant funds shall not be used for this purpose.
2. Expenditures for employee recognition must adhere to BUUSD's policies for allowable expenditures with the exception of pre-paid cards and certificates.
3. Purchases or reimbursements for prepaid cards/certificates for distribution will be processed by Accounts Payable upon completion of purchasing procedure and/or reimbursement request form.

4. Employee recognition must have a business purpose and therefore does not include holidays or recognition for personal life events such as condolences, congratulations, and birthdays. District funds shall not be used for these types of events.
5. Anything outside the scope of this procedure must be approved by a Business Manager and/or Superintendent of Schools.

Recognition of Years of Service: All administrators, support staff, full-time employees, and full-time faculty members will be recognized for years of service. Recognition will occur in spring at the year end recognition ceremonies.

Retirement Congratulatory Celebrations: All administrators, support staff, full-time employees, and full-time faculty members will be recognized when they retire from the BUUSD. This will take place annually.

- 1-2 Times per year, each school’s delegated representative will meet to list employees that will be recognized in the upcoming year.

Retirement Years	VALUE-Not to exceed
10	\$50
11-20	\$100
21-40	\$200
41-+	\$300

Years of Service*	VALUE-Not to exceed
5	\$10
10	\$20
15	\$40
20	\$60
25	\$100
30+	\$150

*School items encouraged for years of services such as hats, t-shirts, water bottles etc.