

IRSD Employee Recognition Policy

IRSD has developed this employee recognition plan as a framework for recognizing and rewarding the dedication, talents, and contributions of district employees. IRSD has hundreds of dedicated employees who are committed to fulfilling the district's mission every day.

Administrators are encouraged to develop creative and effective ways to recognize the contributions of employees. Everything from kudos to thank you to formal awards are encouraged. Overall recognition activities should be designed so that all employees are eligible to receive some form of recognition. Praise and appreciation should be shared regularly and spontaneously, whenever opportunities arise.

Awards

Service Awards

Beginning at 10 years of district service and at each five-year milestone thereafter, employees are eligible to receive a lapel pin featuring the IRSD logo with the years of service noted on the pin, along with a recognition certificate. Employees meeting these criteria will be recognized at the district's beginning of the school year kick-off ceremonies.

Employee of the Year Awards

The district participates in the following State recognition programs:

- Teacher of the Year (TOY)
- Behavioral Health Professional of the Year (BHPOY)
- Educational Support Professional of the Year (ESPOY)

Selection procedures have been developed by the IRSD Department of Instruction (DOI) for TOY, the IRSD Department of Special Services (DOSS) for BHPOY, and the IRSD Human Resources Department (HR) for ESPOY. Nominees are selected at each building for each program. One of these nominees is then selected as the District nominee to compete at the State level.

District nominees are entitled to a taxable cash award paid with local funds through the district's payroll process. Awards for State winners are determined and paid for by the Delaware Department of Education.

Each year, IRSD holds recognition functions for the building-level nominees representing each of these groups. The recognition functions for TOY and BHPOY are typically held in the spring and the recognition function for ESPOY is typically held in the fall. These recognition functions highlight and celebrate the nominees and their accomplishments. IRSD provides light refreshments at these functions and ensures they are organized in a fiscally-prudent manner.

Retirement Gifts

IRSD employees who retire and receive a State of Delaware pension shall be eligible to receive a retirement gift. Employees who meet retirement qualifications shall receive a non-cash gift valued at no more than \$50.00.

The district recognizes retirees at a retirement function held in the late spring/early summer each year. IRSD provides light refreshments at this function and ensures they are organized in a fiscally-prudent manner.

Recognition Events/Gifts

District funds may be expended to purchase certificate paper, certificate frames, and plaques or trophies for employee recognition. However, unless otherwise noted in this policy, District funds are not to be spent on employee recognition events and gifts. Individual schools/departments may expend donated funds, not specified to be used for other purposes, on recognition events for their entire staff. Schools/departments are also permitted to accept donations and non-monetary recognition and awards from private groups or organizations.

Schools/departments may occasionally purchase food or small gifts using these funds. Cash and cash equivalents (i.e. gift cards) shall not be purchased for employees as these items, regardless of funding source, are always taxable to the employee by the Internal Revenue Service (IRS). Food and small gifts provided to employees are not taxable to the employee as long they are considered “de minimis.” IRS Publication 15-B, *Employer’s Tax Guide to Fringe Benefits*, defines a de minimis benefit as, “...any property or service you provide to an employee that has so little value (taking into account how frequently you provide similar benefits to your employees) that accounting for it would be unreasonable or administratively impracticable.” The IRS does not provide a specific dollar amount for the definition of de minimis.

Adopted 3/27/23