

499 EMPLOYEE RECOGNITION

I. PURPOSE

The district shall demonstrate its appreciation of employees through a board-approved employee recognition program which shall not include monetary awards.

Park Rapids Schools values the hard work and dedication of its employees. It is important in a school community for employees to feel valued, recognized, and appreciated. The Employee Recognition Policy and Procedures provides a framework for individuals and teams to be recognized for their outstanding work and contributions.

Employees may be recognized for their years of service, leadership, innovation and professional excellence.

II. GENERAL STATEMENT OF POLICY

- A. All full and part-time employees are eligible to participate in this employee recognition program. Student employees and Casual Labor employees are not.
- B. All funding for the program will come from donations.
- C. Employees may receive formal and informal recognition from their supervisors at any time, including but not limited to, verbal and written thank you notes.
- D. Years of Service will be accrued on a 12 month basis. In the event an employee retires or resigns and comes back their years of service will start over. To be recognized for a year, the employee must be reaching the full year mark by September 1 of the following school year. Employees who will have their year anniversary after September 1 will be recognized the following spring.
- E. A committee will be formed for the purpose of ensuring that the program is run fairly and consistently. The committee will be responsible for making a selection from the nominations for the following award categories: Unsung Hero, Above and Beyond, Good Citizenship, and Collaboration/Helping/Mentoring.
 - 1. This committee shall include two staff from the district office, four certified union members, two non certified union members.
 - 2. Terms on this committee shall be one year. It should be made known to the committee leader by May 1st of each year if you will be willing to serve on the committee again the following year.

III. TYPES OF STAFF RECOGNITION

- A. Years of Service- Employees will be recognized with a pin and/or certificate for years of service in the school district.
 - 1. Employees will receive a certificate for their first year of service.
 - 2. Employees will receive a pin for years of service starting at 5 years and will receive them in 5 year increments until retirement or the end of their service.
- B. Retirement- Retiring employees will be recognized with a plaque and a gathering at the end of the school year.
- C. Christmas Coffee
- D. Employee of the Month- Employees will be nominated and 1 person per building will get a reserved parking spot for the month.
- E. Award Categories- Once a year, employees will have the opportunity to nominate the employee they feel is most deserving to be recognized in the following areas: Unsung Hero(Working behind the scenes) , Above and Beyond (Modeling superior service) , Good Citizenship Award (Promoting positive morale through actions of good spirit) , and Collaboration/Helping/Mentoring (Leading others through partnerships). There will be a selection of 1 non certified staff (to include any non union non certified staff) and 1 certified staff from each area (to include Supervisors).

Legal References: Minn. Stat. § 123B.02, Subd. 14a, General Powers of Independent School Districts