

RECOGNITION OF STAFF – AWARDS AND INCENTIVES

The Board acknowledges that it will be necessary to present awards and incentives in acknowledgement of employees attaining specified level of achievement or outstanding service. Purchase of awards and incentives made with District funds must comply with the following:

- It is required that awards/incentives purchased be “de-minimis” in value. This means the item be of minimal value and have a personal and intrinsic sentimental value to the recipient. Examples would be a plaque or clock.
- Washington State Constitution prohibits District funds being used to purchase gifts. Therefore awards or incentives must be purchased in recognition of service or merit to the Ephrata School District on the part of the recipient.
- Examples of gifts that are not allowed are as follows:
 1. Flowers purchased for celebrations or to express sympathy.
 2. Food, clothing or other items purchased for an employee in need.
 3. Lunch or refreshment for a non-District sponsored event.

An aggregate of no more than 0.05% of the annual budgeted District expenditures may be disbursed for the purchase of awards/incentives for employees.

Staff Incentives

Each building will pay for staff incentives with their building budgets. District Wide will pay for incentives through the District Wide budget.

1. K-4th Grade Building(s): Staff incentives shall not exceed a total of \$3,000.00 per building.
2. 5th-6th Grade Building(s): Staff incentives shall not exceed a total of \$2,250.00 per building.
3. 7th-8th Grade Building(s): Staff incentives shall not exceed a total of \$2,250.00 per building.
4. 9th-12th Grade Building(s): Staff incentives shall not exceed a total of \$3,000.00 per building.
5. District Wide: Staff incentives shall not exceed a total of \$10,000 District

Gifts

The District is prohibited from using public funds to provide gifts.

Examples of prohibited gifts are:

- A. The District cannot provide refreshments at a separate non-school event at District expense. The District may provide light lunches or refreshments for volunteers during or near the time the services are provided.
- B. The District cannot pay the cost for staff to attend an optional training program. If training is required the District may pay with District funds.
- C. Flowers purchased for celebrations or to express sympathy.
- D. Food, clothing or other items purchased for someone in need unless done through the Charitable ASB account (Invest Ed)