

Policy DJH

Staff Recognition Guidelines

School Board Approved: November 6, 2023

The school board recognizes the need to focus spending for food, beverages, catering and venue rental on learner education. It also understands the need to recognize and reward staff achievement. To these ends this policy is intended to provide guidelines for district funding of staff recognition including food, beverages, catering and venue rental, and promotional materials.

Funding for staff recognition shall be contained in a single line item in the budget. The Superintendent, principals and directors will have spending authority. Funding may also come through donations (see Policy KCD).

All staff recognition activities funded by the district must adhere to relevant school policies, including those related to ethics, inclusivity, and responsible spending as specified in Policy DIH.

The following are examples of intended uses of district funding for food, beverages, catering and venue rental, and promotional materials.

- Direct use by learners (i.e., snacks, field trips, pre-preK)
- Exceptional individual or group/staff performance (i.e., awards, innovation)
- Noteworthy individual or group/staff achievement (i.e., Leadership training, extensive PD)
- Faculty first day catering, start of school BBQ, events meant to improve community relations (Superintendent to approve).
- Promotional materials to support community and branding, (i.e., school lanyards, school logos on clothes/water bottles)

The following are examples of unintended uses of food, beverages, catering or venue rental, or staff gifts.

- Regular staff meetings
- Regular PLC meetings
- After school meetings
- Retirement, birthday parties
- Cash and gift cards

The above examples do not cover every instance of intended use of budgeted funds for staff recognition, but rather, provide guidance. It is the expectation of the school board that administrators will exercise good judgment as to whether or not to fund an activity.