

## COMMENDATIONS AND AWARDS

In 2017, members of the district staff and administration met and developed a staff recognition program to honor all employees and specific gifts to recognize new employees, the years of service by staff (classified and certified), and a special recognition for long time employees as they retire. The plan was to make this a district effort and to celebrate contributions the individuals have made to our students, families, community, and colleagues. While we wish we could do more, the commitment was formalized to ensure that the program was sustainable and the recognition would continue throughout the careers of employees. This plan was submitted to the Board for their approval and was approved at their meeting on June 28, 2017.

Each fall all employees will receive a panther keychain or lanyard/ water bottle/ coffee mug. Some token of appreciation at our opening in-service.

## New Employees

Each year, new employees will be presented with a sweatshirt or other panther wear item. New Board Members would be presented with a similar item at a regular Board Meeting.

Years of Service Awards for Staff, to be presented at August in-service. We believe the following awards are appropriate:

Newly Tenured staff: Sweatshirt/Panther Wear.

The Board would also like to recognize School Board Members that are leaving. They would be presented with a plaque, Visa gift card, or another token of appreciation.

**Years of Service Engraved Keychains or Pins/Cash awards:**

5 years: Keychain/Pin & \$20 (visa gift cards or cash)

10 years: Keychain/Pin & \$30 (visa gift cards or cash)

15 years: Keychain/Pin & \$40 (visa gift cards or cash)

20 years: Keychain/Pin & \$50 (visa gift cards or cash)

25 years: Keychain/Pin & \$60 (visa gift cards or cash)

Each year we will sponsor a holiday gathering and an end of year celebration on the week before the last day of school. The District will be responsible for catering those parties: Cake, drink, & decor supplied by District up to \$200 per event.

At the end of the year, we will recognize retirees and those leaving the District.

For retirement after 15, 20, or 25 years of service in the Craig City School District, the following gifts will be awarded:

Visa gift card or cash in the amounts of:

15-20 years in CCSD- \$250

20-24 years in CCSD- \$500

25 or more (1 time retirement) \$1,000

We will recognize those retiring at graduation by asking them to stand and say a few words of thanks during the part where HS staff is recognized with flowers.

Staff leaving the District will receive a card signed by staff & acknowledged at end of year celebration by colleagues and/or administrators. The staff may or may not provide other gifts.

*Reviewed 11/2020*  
*Reviewed 6/2023*