

**BOYCEVILLE COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION**

Employee Recognition Guidelines

The Boyceville Community School District Board of Education would like to recognize employees during life events in an equitable, timely, and caring manner. The following guidelines will be used to determine the appropriate recognition. Any events not listed are at the discretion of the District Administrator and/or in consultation with the administrative team. These guidelines are only for the Board of Education and the district office staff.

Current Employees

EVENT	RECOGNITION
Retirement	Thank you card for years of service, meal for retiree/guest at annual recognition banquet, and a \$50 gift card
Years of Service in Education	10 Years of Service - \$50 gift card 20 Years of Service - \$75 gift card 30 Years of Service - \$100 gift card 40 Years of Service - \$150 gift card
Marriage/Birth of Child	Congratulations card w/ \$50 gift card
Hospitalization/Major Surgery/Extended Period of Illness (10+ days)	Get Well card w/ \$50 gift card
Deaths	Sympathy card w/ plant or memorial to the family (max \$100) <u>Immediate family member</u> (spouse, child/grandchild, parent) - memorial to BEST \$50 <u>Current Enrolled Student</u> - Sympathy card w/ plant or memorial to the family (max \$100)