

## **SUBJECT: EMPLOYEE AND RETIREE RECOGNITION**

The Board of Education recognizes that certain events regarding employee and retiree recognition occur in a school district. To this end, the Board of Education believes that recognition of these events is suitable and appropriate when the following guidelines are followed:

Examples of these events include:

- 1.) Noteworthy events and accomplishments worthy of recognition while the individual is employed by the school district.
- 2.) Retirement from the school district.
- 3.) Certain departures from the school district.

Guidelines to follow:

- 1.) A plaque or commemorative gift not to exceed one hundred dollars in cost is acceptable.
- 2.) Flowers are acceptable.
- 3.) No financial gifts or gift certificates are to be given.
- 4.) No financial gain is to be realized by the recipient.

The intent of the Board of Education is to express their appreciation to the recipient. This appreciation is not intended nor is it to be interpreted as gift giving.

**Adopted by the Lyncourt Board of Education on 12/02/2008**