

School District of Hortonville

Title: Staff Recognition for Years
of Service and/or
Retirement

Date Adopted: 4/14/86
Date Revised: 7/10/95

Policy No. 2018
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POLICY STATEMENT:

It shall be the policy of the School District of Hortonville to recognize and commend all Staff for their commitment and service to the school district.

RATIONALE:

The Staff Recognition Program builds staff morale and reinforces commitment to the organization.

SCOPE:

All professional and ancillary staff of the School District of Hortonville

RESPONSIBILITY:

Compliance with this policy shall be the responsibility of the District Administrator.

IMPLEMENTATION:

1. A gift shall be awarded to all personnel with 10, 15, 20, 25, 30, 35 or 40+ years of service and retirement. The dollar value calculated with the variables listed in the table below. $x =$ times(*) salary level at BS/BA Lane Step 9.

List of Gifts by Years

10 Years	15 Years	20 Years	25 Years	30 Years	35 Years	40 Years	40+ and Retirement
$x*.15%$	$x*.75%$	$x*.2%$	$x*.225%$	$x*.25%$	$x*.275%$	$x*.3%$	$x*.325%$

Personnel will select gifts from a list provided two months in advance of the annual Spring Awards dinner.

2. Any staff person completing 10, 15, 20, 25, 30, 35 or 40+ years of service shall be recognized at a spring dinner with the awards given as listed above. Any staff person retiring after age 55 with 10 or more years of service shall also be recognized at the spring dinner. The staff person and his/her spouse, Board of Education and Administrative Team representatives and immediate supervisor will be guests at the dinner. Other persons attending are expected to pay for their own dinner charges.
3. Substitute workers are not covered by the policy because it is irregular employment.
4. Years of service to the District need not be continuous for an award.

ASSOCIATION INFORMATION:

President

Paul J. Van Dusen

Date

8/28/95

Clerk

Sharon Torres

Date

8/28/95