Washington County School District
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Administrative Letter A074

Guidelines for Rewards and Recognitions

Administrative Letter #74 Guidelines for Rewards and Recognitions - Approved 11/2005; Updated 08/23/2013; Updated 12/14/20

DATE: Reviewed and Updated December 2020 – Brent Bills

REGARDING: Guidelines for Rewards and Recognitions

WASHINGTON COUNTY SCHOOL DISTRICT ADMINISTRATIVE

GUIDELINES FOR

REWARDS AND RECOGNITIONS

Part of the operations of an organization includes presenting rewards and recognitions to employees and volunteers. These guidelines are to help administrators make informed decisions when giving rewards and recognitions using District funds. District funds refer to money and all items of intrinsic value that are owed by the Washington County School District and all of its schools and departments.

- No gifts such as Christmas presents, birthday presents, secretaries day presents, etc. may be given using District funds.
- Money (cash, coins or checks) may not be given as a reward or recognition.
- Rewards and recognitions must be less than $50.00 in value.
- Any reward or recognition valued at $50.00 or greater must be publicly presented and requires prior, written approval from the Assistant Superintendent. A ledger shall be maintained showing the name of the recipient, the date, the purpose, and the value of the award.
- Gift certificates and gift cards are allowable if the recipient is a student or a volunteer. However, gift certificates and gift cards may not be given to employees because under IRS rules, they would be considered employee compensation and are subject to payroll taxes and withholdings.
- All rewards and recognitions $10 or greater must be accompanied by two signatures in accordance with the Business Procedures Manual.

- Rewards and recognitions can be given for a single outstanding work accomplishment or as recognition for several great accomplishments.
- Rewards and recognitions should not be discriminatory in nature.
- Items given as rewards and recognitions should be tasteful and be appropriate for a school setting.
- Ask yourself, “If the reward or recognition showed up on the front page of the local newspaper, would it be an embarrassment to yourself and the School District?”
- Rewards and recognitions cannot be given in lieu of overtime or compensatory time.

If you have any questions, please call the District.