

**Policy**

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RECOGNITION OF EMPLOYEE RETIREMENT

Board Member Recognition

When a board of education member ends his/her term on the board after completing three or more years of service, the Tewksbury Township Board of Education, in recognition of his/her service and dedication, will purchase a book for the school library in honor of the former member. The cost of the book shall not exceed \$40.00. The book will contain a bookplate inscribed with the member's name and years of service.

The book shall be presented to the former board member at a regular board of education meeting, with appropriate advance notice to the public. Such presentation shall take place within ninety (90) days of the completion of his/her term on the board.

Recognition of Retired Employees

When an employee retires from the Tewksbury Township School District, the board of education, in recognition and appreciation of his/her service and dedication, shall direct the chief school administrator and/or the business administrator/board secretary to purchase item(s), whose value will not exceed \$45.00, to be presented to the retiring employee as a token of appreciation.

Recognition Plaques

An organization wishing to display a recognition plaque in the school, must submit a written request, including a conceptual design, to the chief school administrator. The chief school administrator will review the request and make a recommendation to the board of education. Consideration for approval will include those organizations which have directly contributed to the welfare of the school and students, such as the PTA and the Education Foundation.

The approved organization will be responsible for all preparation and costs in association with acquiring the plaque.

All plaques will conform to the specifications as set forth below:

- A. The wooden plaque will be no larger than 12" X 15";
- B. Individual plates will measure 2 ½" X 3/4" for engraving of names.
- C. The plaque will be hung in the school's main hallway, displaying the name of the organization and the individuals being recognized.

Expressions of Condolence and Concern

If an employee or board member is hospitalized, the board may acknowledge the occurrence by sending an appropriate get-well item, the cost of which shall not exceed \$35.00. For subsequent hospital stays during the same school year, a card will be sent.

In the event of an employee's death or the death of a member of the employee's immediate family, the board may send condolences and an appropriate gift/donation, the cost of which shall not exceed \$40.00.

In each instance, the board shall incur the expenses and authorize the board secretary to order and pay for the item from the current expense budget.

The Tewksbury Township Board of Education is opposed to the giving of gifts by the board or its members, when acting in their official capacities, to individual community members or students.

The board views the giving of such gifts as being easily construed as an expression of favoritism, and reaffirms by this policy that, as elected officials, the board and its individual members, in their official capacities, serve all community members.

Further, the board views the giving of such gifts as an improper expenditure of public funds which have been entrusted to the board for the express purpose of educating students. Where, for example, the board wishes to express sympathy in the event of the death of a community member or a member of his/her family, the board views a simple card or letter most appropriate.

### Staff Recognition

The board of education in recognizing the achievements and accomplishments of the district staff, hereby directs the chief school administrator to develop an appropriate program on an annual basis for the purpose of acknowledging these efforts.

Adopted: February 4, 2009  
NJSBA Review/Update: February 2015  
Readopted:

### Key Words

Recognition, Awards, Retirement

### Possible

<b><u>Cross References:</u></b>	*1100	Communicating with the public
	*1120	Board of education meetings
	*3100	Budget planning, preparation and adoption
	*3570	District records and reports
	*5145.5	Photographs of pupils
	*9322	Public and executive sessions
	*9323/9324	Agenda preparation/advance delivery of meeting material
	*9326	Minutes

\*Indicates policy is included in the Critical Policy Reference Manual.