

WINDHAM SCHOOL
DISTRICT

NUMBER: SD-07.64
DATE: October 6, 2023
PAGE: 1 of 3
SUPERSEDES: N/A

SUPERINTENDENT DIRECTIVE

SUBJECT: EMPLOYEE AWARDS AND RECOGNITIONS

AUTHORITY: Texas Government Code Section 2113.201; General Appropriations Act.

APPLICABILITY: Windham School District

EMPLOYMENT AT-WILL CLAUSE:

This policy does not constitute an employment contract or guarantee of continued employment and does not create a legally enforceable interest or limit the superintendent's authority to implement personnel policies. Windham School District (Windham) reserves the right to revise this policy at any time.

POLICY:

Windham School District supports the recognition of employee service and performance and recognizes employees' accomplishments without regard to race, color, religion, sex (gender), national origin, age, disability, genetic information, or uniformed services status.

PROCEDURES:

- I. Employee Service Awards
 - A. Employee service awards may be presented to an employee in recognition of years of Windham or state service, retirement, or other reason deemed appropriate by the superintendent.
 - B. The Human Resources Department administrator, in consultation with the superintendent, determines the types of service awards presented.
 - C. The Human Resources Department issues service awards to supervisors of award recipients who present the award to the recipient.

II. Employee Recognition Awards

A. Staff of the Year Awards

Windham annually recognizes a teacher, principal, student advisor, and support staff who demonstrated commitment to excellence in support of Windham's mission and programs. Staff of the year may be nominated through a process defined by the Communications Department.

B. Employee Achievement Recognition

1. The superintendent, a division director, or department director may authorize in writing the recognition of employees for outstanding performance, including:

- a. exceptional employee attendance;
- b. significantly improving operation of the campus, department, or district;
- c. enhancement of Windham's image through participation in community programs, organizations, and activities, including the State Employee Charitable Campaign; or
- d. other achievements approved by the superintendent.

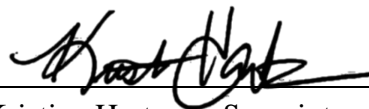
C. Employee recognition awards must be approved by the superintendent or division director and may consist of:

- a. a certificate of merit;
- b. a non-monetary work-related privilege (designated parking space, etc.);
- c. a purchased award costing \$100 or less per employee; or
- d. other award approved by the superintendent or division director.

III. General

A. Windham funds may not be used to purchase meals, food, or beverages for employees or volunteers as a staff award. Food and beverages provided to employees in connection with an award ceremony or reception may be prepared by a Windham culinary program for educational purposes or by TDCJ food services.

- B. Windham must retain documentation verifying that the award was provided to an employee who was employed by Windham at the time the employee received the award.

A handwritten signature in black ink, appearing to read 'Kristina Hartman', written over a horizontal line.

Kristina Hartman, Superintendent
Windham School District