EMPLOYEE RECOGNITION PROGRAM

A. Purpose

The School Board of Albemarle County, Virginia ("School Board") encourages its employees to provide the best possible service so that all students master lifelong-learning skills. The purpose of this program is to recognize School Division employees who distinguish themselves in the performance of their duties and who contribute significantly to the achievement of the goals and objectives of the School Division.

B. Program Established

There is hereby established an In implementing the Employee Recognition Program, e. Each department and school is authorized to define its own recognition standards to reward employees for the following:

1. Demonstrating exceptional work in support of Albemarle County Public Schools students;
2. Demonstrating exemplary work attendance;.
3. Performing above and beyond normal duties and expectations;
4. Identifying and/or implementing a means to reduce the costs of providing services;
5. Demonstrating excellence in safe work practices;
6. Causing improvement in productivity, process, or quality of services; or
7. Exemplifying School Division values of Excellence, Young People, Community, and Respect.

These departmental or school recognition standards shall be in writing, supported by quantifiable results and approved by the Department of Human Resources.

C. Eligibility

All regular full-time and part-time School Division employees are eligible to participate in this program.

Adopted:	February 9, 2017
Leg. Ref.	Code of Virginia, 1950, as amended, §15.2-1508
	Albemarle County Code § 2-1102
	County of Albemarle Personnel Policy §P-08
Cross Ref.	GAD, *Commonality in Personnel Practices*

Commented [RH1]: There is no SB Policy GAD.