

OFFICE OF THE SOLANO COUNTY SUPERINTENDENT OF SCHOOLS

Series 4000 – PERSONNEL

**Policy 4156.2**

**Awards and Recognition**

1. It is the policy of the Solano County Office of Education (SCOE) that employees be recognized in a timely manner. When it is determined that such activities or recognition are in accordance with Education Code 35160, the Superintendent or designee may authorize expenditures to be paid by the county operation funds. The purpose is to (a) improve employee morale, and (b) express appreciation and understanding in a timely manner.
2. It is further the policy of SCOE to present employees and board members with awards for superior accomplishments, cost-effective ideas, and other special acts or services of public interest according to adopted procedures. Awards granted shall not exceed \$200 unless a larger award is expressly approved by the Superintendent.
3. Incidences justifying expenditures to employees include special recognition, incentive programs, illness, bereavement, awards, rewards, and special occasions. Examples may include cash for rewards, gift certificates for awards, framed certificates, plaques, trophies, watch, pen and pencil sets, and other items for special recognition. For employees and board members, greeting cards, and flowers are appropriate at times of illness, bereavement, birthdays, and other special occasions.
4. The minimum documentation requirements for reimbursement include:
  - a. Description or purpose of award, reward, special recognition, or special occasion item.
  - b. Name of recipient.
  - c. Invoice or itemized receipt.
  - d. Copy of action giving prior approval by Superintendent/designee if not covered by policy on file.
  - e. Superintendent approval signature.

Legal Reference:

EDUCATION CODE

35160 Authorizing county school service fund expenditures  
44015 Awards to Employees

Policy Cross-Reference:

1150 Commendations and Awards  
3300 Expenditures and Purchases