

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, PSS

Issue No: 4

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Reference:

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

4.1 GENERAL PERSONNEL PRACTICES

4.119 SERVICE AWARD PROGRAM

SECTION 4.119.1 Procedure for Implementation of Service Award Program

Purpose

To provide guidelines and procedures governing the Service Award Program.

Regulations

1. Regular certificated and classified contracted employees of the District shall be eligible for service recognition upon completion of the following service benchmarks:
 - a. Classified - completion of the fifth (5th) year of contracted service and in five (5) year increments thereafter.
 - b. Certificated - completion of the fifth (5th) year of contracted non-temporary service and in five (5) year increments thereafter.

Procedure

1. Personnel/Payroll

Annually the Personnel/Payroll Office will prepare a list of employees by service date.
2. Personnel Support Services
 - a. Order awards
 - b. Schedule the Superintendent to present awards in a Spring event. All recipients invited.