

## VENTURA COUNTY SUPERINTENDENT OF SCHOOLS OFFICE

**SUPERINTENDENT POLICY NO. 3595**

**ADOPTED: 02/14/96**

**CLASSIFICATION: General Administrative Policies**

**REVISED: 05/05/08**

**SUBJECT: Awards to Employees**

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The County Superintendent of Schools may make awards to employees who:

1. Propose procedures or ideas which thereafter are adopted and effectuated, and which result in eliminating or reducing expenditures or improving operations; or
2. Perform special acts or special services in the public interest; or
3. By their superior accomplishments, make exceptional contributions to the efficiency, economy or other improvement in operations of the office.

In these instances, a Merit Award Committee shall be established to consist of the Deputy Superintendent, Fiscal and Administrative Services; Associate Superintendent, Educational Services; Associate Superintendent, Student Services; Assistant Superintendent, Human Resources and Executive Director of Internal Business Services. The purpose of the Merit Award Committee is to consider and act on employee proposals, special acts, special services, or superior accomplishments.

Any award granted under the provisions of this policy shall not exceed \$50.

This policy is applicable only for purposes for which funds are specifically allocated or authorized by the County Superintendent of Schools.

Service Recognition Awards shall be granted to employees of the Ventura County Office of Education upon completion of five (5) years of service and each five (5) year increment thereafter as follows:

1. Recognition Awards shall be presented annually.
2. Upon completion of five (5) years of service and each five (5) year interval thereafter, a service recognition award shall be presented. Individuals receiving awards shall be invited to attend a ceremony for awards to be presented by the County Superintendent of Schools.
3. The Human Resources Department shall maintain service time records and assure awards are prepared for presentation. Appropriate notification will be provided at least fourteen (14) days in advance of presentation ceremonies. The Superintendent shall be notified at least 7 days in advance of the presentation ceremony if an individual will not be attending the presentation ceremony.