

1 REVISION
2 Third Reading

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4 Joint School District No. 2, Meridian

5
6 CLASSIFIED PERSONNEL

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8 Series 400

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10 Policy Title Classified Employee of the Year Program Code No. 402.60

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13 ~~As an expression of appreciation, the Classified Employee of the Year selected in May~~
14 ~~of each year will be awarded a stipend of \$100.00. This amount may be used through~~
15 ~~May 1 of the following year to attend a local professional growth workshop or~~
16 ~~conference. Recipients must use the district "Travel Itinerary" form for conference~~
17 ~~approval and expense reimbursement.~~

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19 ~~Any unused portion of the stipend not used by May 1 of the following year will be added~~
20 ~~to the recipient's June payroll check.~~

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22 ~~In addition to the above stipend, the district Classified Employee of the Year will be~~
23 ~~awarded a stipend of \$800.00 to attend a national conference of his/her choice. The~~
24 ~~same procedures for expenditures and reimbursement will be followed as outlined~~
25 ~~above.~~

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27 ~~The Classified Employee of the Year selected from each building in May of each year~~
28 ~~will be awarded a stipend of \$100.00 that will be paid in the June payroll.~~

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30 ~~In addition to the building stipend, the district Classified Employee of the Year will be~~
31 ~~awarded a stipend of \$800.00 to attend a conference or to attend classes that are~~
32 ~~directly related to the individual's employment. If the employee resigns or retires prior to~~
33 ~~using the stipend, then the stipend will be forfeited.~~

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50 Date of Adoption:
51 9/08/97

Legal Reference: Code of Idaho
