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## **RECOGNITION OF STAFF**

The Board believes that its employees are its most valuable asset in achieving the goals, outcomes and priorities of the Division; therefore, the Board will recognize employees for dedication and commitment.

### **Specifically**

1. Recognition in the Division will celebrate service and will emphasize a Division identity for all employees.
  - 1.1 Employee recognition for long-service will include all staff directly employed by the Board and contractors.
  - 1.2 Service by employees will be cumulative providing the break in the service is not greater than the initial service or longer than five (5) years.
  - 1.3 One (1) year of service will be documented when a full year is accumulated by September 30 after the initial start date.
    - 1.3.1 Service will be recognized at the Kick Off celebration immediately following the accumulation of each five (5) year increment of service.
  - 1.4 Substitute teachers, temporary contract teachers, temporary employees, spare bus drivers and temporary full-time drivers' employment will not be considered as accumulated time for long service.
  - 1.5 CUPE employees who have been laid off and awaiting recall will be eligible to receive a service award.
  - 1.6 Leave of more than one (1) calendar year will not be considered as qualifying service.
  - 1.7 Maternity/Paternity Leaves up to 18 months will be considered as qualifying service.
  - 1.8 Extended Disability periods are not counted as years of service.
2. The Board will host an annual Kick Off celebration.
  - 2.1 An annual Kick Off celebration will be held prior to the first instructional day.
  - 2.2 All employees are required to attend the annual Kick Off celebration.
  - 2.3 The Superintendent will plan the Kick Off celebration.
  - 2.4 The Board will host the Kick Off celebration.
3. Long service will be recognized at the annual Kick Off celebration.
  - 3.1 Long service will be recognized in five-year increments beginning at five (5) years of service.
  - 3.2 For each five (5) year increment in years of service, gifts will be presented as follows:
    - 3.2.1 Five (5) years – Years of Service Certificate and gift up to twenty-five dollars (\$25.00).

- 3.2.2 Ten (10) years – Years of Service Certificate and gift up to fifty dollars (\$50.00);
  - 3.2.3 Fifteen (15) years – Years of Service Certificate and gift up to seventy-five dollars (\$75.00);
  - 3.2.4 Twenty (20) years – Years of Service Certificate and gift up to one hundred dollars (\$100.00);
  - 3.2.5 Twenty-five (25) years – Years of Service Certificate and gift up to one hundred twenty-five dollars (\$125.00);
  - 3.2.6 Thirty (30) years – Years of Service Certificate and gift up to one hundred fifty dollars (\$150.00);
  - 3.2.7 Thirty-five (35) years – Years of Service Certificate and gift up to one hundred seventy-five dollars (\$175.00);
  - 3.2.8 Forty or more (40+) years – Years of Service Certificate and appropriate gift.
- 3.3 Long service recipients will receive a certificate suitable for framing.
4. Retirement will be celebrated annually.
- 4.1 The Board will host an annual retirement celebration.
  - 4.2 Retirement is considered to occur when the employee has reached at least fifty (50) years of age, has completed at least ten (10) years of service with the Division and is withdrawing from active part-time or full-time service. An employee who withdraws from active part-time or full-time employment, with a minimum of twenty (20) years of service, is considered to have retired, regardless of age.
  - 4.3 For the purpose of administering the policy, May 31 will be the deadline date for notice of retirement in order for recognition to occur in that year's celebration. Notice of retirements received after May 31 will be recognized in the following year's celebration.
  - 4.4 The Superintendent will be invited to attend.
  - 4.5 Each retiree may invite one guest to the retirement celebration hosted by the Board.
  - 4.6 Overnight accommodation will be provided for each retiree at the location of the retirement celebration.
  - 4.7 Board members and administration attending the celebration will be provided with accommodation, if required.
  - 4.8 Each retiree will receive a commemorative gift.
5. The Board will provide recognition for teachers identified for distinguished or exceptional achievements of teaching excellence through provincial, national or international awards.
- 5.1 A letter of congratulations will be sent to the individual nominated.
  - 5.2 If a teacher nominated is identified as a semi-finalist, the Board Chair will:
    - 5.2.1 Announce the accomplishment during a regular Board meeting.
  - 5.3 If a teacher nominated is identified as a finalist, the Board will:
    - 5.3.1 Post an advertisement in the local newspaper congratulating the finalist on behalf of the Board.
  - 5.4 All nominations, semi-finalists and finalists are to be acknowledged during the Kick Off celebration.

5.5 All nominees, semi-finalists and finalists will be acknowledged on the homepage of the Division website once results are made public.

6. Edwin Parr Award

6.1 The Superintendent will bring forward the nominees for the Edwin Parr Award to the Board.

6.2 The Board will select one individual as the Division representative.

6.3 The Superintendent will designate personnel to complete the nomination package and ensure appropriate communication regarding the nominee is shared with the community.

6.4 All nominations, semi-finalists and finalists are to be acknowledged during the Kick Off celebration.

6.5 All nominees, semi-finalists and finalists will be acknowledged on the homepage of the Division website once results are made public.

Legal Reference: Section 52, 53, 68, 196, 197, 204, 222, 225 Education Act

Approved: June 18, 2003

Amended: April 7, 2004, May 7, 2008, June 16, 2010, June 22, 2011, March 21, 2012, May 7, 2014, May 20, 2015, March 7, 2018, March 21, 2018, June 19, 2019, March 11, 2020