
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 for all employees.
 - 1.1 Recognition for long service will include all staff 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.
 - 1.4 Long Service will be recognized at the GYPSD Kick Off/Welcome Back/Professional Development Day.
 - 1.5 Substitute teachers, temporary contract teachers, temporary employees, spare bus drivers and temporary full-time drivers' employment will not be considered for long service.
 - 1.6 CUPE employees who have been laid off and awaiting recall will be eligible to receive a service award.
 - 1.7 Leaves of more than 12 months will not be considered for qualifying service.
 - 1.8 Maternity/Paternity Leaves up to 18 months will be considered as qualifying service.
 - 1.9 Extended Disability periods are not counted as years of service.
2. Long service will be confirmed by Human Resources, and:
 - 2.1 Long service will be recognized in five-year increments beginning at five (5) years of service.
 - 2.2 For each five (5) years, the recipient will receive a 'Years of Service Certificate' and select a gift (up to ten dollars/per year of service and reflect the annual Bank of Canada consumer price index).
3. Retirement will be celebrated and hosted annually by the Board.
 - 3.1 Criteria for retirement celebration is met when the employee:
 - 3.1.1 Withdraws from active part-time or full-time employment and has reached at least fifty (50) years of age with at least ten (10) years of employment with the Division; or,
 - 3.2.2 Withdraws from active part-time or full-time employment, with a minimum of twenty (20) years of employment, regardless of age.

- 3.2 May 31 will be the deadline date for notice of retirement to be received by Human Resources for recognition to occur in that year's celebration.
 - 3.2.1 Notice of retirements received after May 31 will be recognized in the following year's celebration.
 - 3.3 Each retiree may invite one guest to attend the in-person retirement event.
 - 3.4 Overnight accommodation will be provided for attendees, if required.
 - 3.5 Each retiree will receive a commemorative gift.
4. The Board will recognize staff identified for distinguished or exceptional achievements of excellence through provincial, national, or international awards.
 - 4.1 A letter of congratulations will be sent to the individual nominated.
 - 4.2 If a nominated staff member is identified as a finalist, the Board Chair will:
 - 4.2.1 Announce the accomplishment during a regular Board meeting.
 - 4.3 Nominees, semi-finalists, and finalists will be acknowledged on the homepage of the Division website and social media once results are made public.
5. Edwin Parr Award
 - 5.1 The Board will select one individual as the Division nominee.

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; March 9, 2022; March 20, 2024.