

Administrative Procedure 417

ANNUAL EMPLOYEE RECOGNITION

Background

The Division believes in honouring the long-term service and achievements of its employees at an annual recognition evening, as per procedure 4.1.

Procedures

1. The Superintendent may provide staff assistance to the Communications Committee of the Board in coordinating the Annual Recognition evening.
2. For the purpose of this administrative procedure only:
 - 2.1 “Employee” shall refer to all staff in the Division;
 - 2.2 Employment, full or part-time, as defined in 2.6, shall be considered as active service to the Division;
 - 2.3 Service within the Division, as defined in 2.6, shall be counted, including service within the jurisdiction’s boundaries prior to regionalization;
 - 2.4 Years of service are cumulative, unless the employee resigns from the position or retires from the Division;
 - 2.5 Substitute service shall not be considered as qualifying service.
 - 2.6 Qualifying Service:
 - 2.6.1 Is accumulated based on ten (10) or twelve (12) months of employment;
 - 2.6.2 Is recognized as monthly service, which is defined as a minimum of point five (.5) of the monthly work days, as established for each employee group; less than point five (.5) of the work days within the month for one’s employee group will not be recognized as qualifying service;
 - 2.6.3 For 10 month employees is accumulated within the current school year;

2.6.3.1 For 12 month employees is accumulated from the commencement of the school year to the day prior to the commencement of the next school year; and

2.6.4 Unpaid leaves are not recognized.

- The Communications Committee may recommend exceptions to Procedure 2.

3. Awards Presentation

3.1 Presentations shall be made at the Annual Recognition evening. In an election year, every effort will be made to hold the event before the trustee election date. Every recipient of an award, and others deemed appropriate, shall be given two (2) complimentary tickets to the Annual Recognition evening.

3.2 The Superintendent will ensure that an up-to-date list of all Division employees is maintained detailing the years of qualifying service.

3.3 The Superintendent will ensure the list of employees eligible for years of service recognition be provided to the appropriate sites for verification by the Principal or site supervisor. The list will be distributed in June.

3.4 The Superintendent will budget, on an annual basis, the funds to be allocated for employee recognition.

4. Years of Service Awards*

4.1 All employees shall be presented with years of service awards at the end of five (5) years of service and every five (5) years thereafter.

4.2 Schedule of awards and costs

4.2.1 This schedule shall be used as a guideline for purchasing and may vary slightly as appropriate.

Number of Years	Value	Type of Award
5 Years	\$50.00	Cheque
10 Years	\$100.00	Cheque
15 Years	\$150.00	Cheque
20 Years	\$200.00	Cheque
25 Years	\$250.00	Cheque
30 Years	\$300.00	Cheque
35 Years	\$350.00	Cheque
40 Years	\$400.00	Cheque
45 Years	\$450.00	Cheque

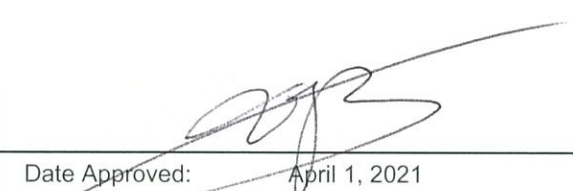
5. Retirement Awards*

- 5.1 Retirement Awards will be presented each year, provided that employees have a minimum of ten (10) years of service with the Division or upon the recommendation of the organizing Committee; and
- 5.2 Employees retiring from the Division shall be recognized during the Annual Employee Recognition evening with a Retirement Recognition Award at a flat rate of \$250.00. Employees who retire in a year where they are scheduled to also receive a Service Award, will receive both the Service Award and the Retirement Recognition flat rate..

6. Extraordinary Recognition*

- 6.1 Division employees who receive division/provincial/ national/international awards may also be recognized annually. Examples include but are not limited to:
 - 6.1.1 Edwin Parr Award (Division Nominee); and
 - 6.1.2 Excellence in Teaching Award (Provincial semi-finalist and/or finalist).
- Extraordinary Awards – up to one hundred dollars (\$100.00)

*Note: All Division monetary gifts are taxable.

Reference: Education Act 222 T4130 Employer's Guide – Taxable Benefits and Allowances (Canada Revenue Agency)	
	Date Approved: April 1, 2021
	Reviewed or Revised: Executive: September 1, 2021

References shall be updated as required and do not require additional approval.