

## **STAFF RECOGNITION**

### **Background**

The Division recognizes and appreciates the importance of the contributions and dedication of staff who are retiring, have given long service, or who have received significant awards.

### **Procedures**

1. The employee retirement banquet shall be held as an annual event in June of every school year.
  - 1.1 All employees who are leaving the employ of the Division and indicate that they are eligible to receive retirement benefits shall be honored for distinguished service at the banquet.
  - 1.2 Individuals will be presented with a certificate and retirement gift from the Division.
  - 1.3 Eligible years of service will be calculated from the employee's date of hire to date of retirement.
  - 1.4 If an employee retires the same year as he/she is eligible for a service recognition award, the employee will be invited to the fall awards banquet.
  - 1.5 Human Resources will prepare the list of retired employees to be honoured.
  - 1.6 The Director or designate will arrange the details for the event.
  
2. The employee service recognition awards shall be offered at an annual event held in late fall of every school year.
  - 2.1 Employees are eligible to receive a certificate and recognition award after 10 years, 15 years, 20 years, 25 years, 30 years and 35 years of service with the Division.
  - 2.2 Eligible years of service for permanent employees will be based upon the active employee's date of hire to September 1<sup>st</sup> of each calendar year. Leaves of absence granted while the staff member is under contract with the Division shall be counted as years of service.
  - 2.3 All awards will be based on continuous years of service to the Division.
  - 2.4 Human Resources will prepare the list of eligible employees. The list will be forwarded to appropriate facilities within the Division prior to the event. Discrepancies are to be reported to Human Resources.
  - 2.5 The Director or designate will arrange the details for the event.

3. In addition to the aforementioned, the Division may from time to time recognize individuals who have demonstrated exemplary dedication beyond normal interpretation of their job description. Ongoing recognition for other achievements will be provided through less formal means.

Legal Reference: Section 85, 87, 108, 109 Education Act

**Updated: October 1, 2007**  
**October 5, 2011**