



POLICY 19
RECOGNITION OF STAFF

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

Specifically

1. Recognition in Grande Yellowhead Public School Division will celebrate service and will emphasize a Grande Yellowhead Public School Division identity for all employees.
 - 1.1 Employee recognition for long-service shall include contractors and all staff directly employed by the Board.
 - 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 years.
 - 1.3 One year of service will be documented when a full year is accumulated by September 30th after the initial start date. Service will be recognized at the Welcome Back celebration immediately following the accumulation of each five-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 calendar year will not be considered as qualifying service.
 - 1.7 Maternity/Paternity Leaves 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 "Welcome Back" celebration.
 - 2.1 An annual "Welcome Back" celebration will be held prior to the first instructional day.

- 2.2 All employees are required to attend the annual “Welcome Back” celebration.
 - 2.3 The Superintendent will plan the “Welcome Back” celebration.
 - 2.4 The Board will host the “Welcome Back” celebration.
3. Long service will be recognized at the annual “Welcome Back” celebration.
 - 3.1 Long service will be recognized in five-year increments beginning at five years of service.
 - 3.2 For each five-year increment in years of service, gifts will be presented as follows:
 - 5 years – Years of Service Certificate & gift up to \$ 25.00
 - 10 years – Years of Service Certificate & gift up to \$ 50.00
 - 15 years – Years of Service Certificate & gift up to \$ 75.00
 - 20 years – Years of Service Certificate & gift up to \$100.00
 - 25 years – Years of Service Certificate & gift up to \$125.00
 - 30 years – Years of Service Certificate & gift up to \$150.00
 - 35 years – Years of Service Certificate & gift up to \$175.00
 - 40+ years – Years of Service Certificate & 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 50 years of age, has completed at least 10 years of service with Grande Yellowhead Public School 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 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 booked accommodation, if required, at an alternate location.

- 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 will:
 - 5.2.1 Present the award or certificate at the recipient's place of work by the local trustee.
 - 5.2.2 Present flowers or a gift certificate to an amount of \$50.00.
 - 5.2.3 Announce during a Public Board Meeting by the Board Chair the semi-finalist of external awards.
 - 5.3 If a teacher nominated is identified as a finalist, the Board will:
 - 5.3.1 Present the award or certificate at the recipient's place of work during a public celebration event or staff meeting by the local trustee.
 - 5.3.2 Announce during a Public Board meeting by the Board Chair the finalists of external awards.
 - 5.3.3 Invite the finalist, one guest, staff nominator, and principal per finalist to dinner with the Board and the Superintendent in the finalist(s) community.
 - 5.3.4 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 their community's Welcome Back celebration.
 - 5.5 All nominees, semi-finalists and finalists will be acknowledged on the home page of the GYPSD website for a period of time once results are made public.
6. Recognition in Grande Yellowhead Public School Division will be planned and reviewed by an Employee Recognition Committee.
 - 6.1 A Grande Yellowhead Public School Division Recognition Committee will meet at least once annually.
 - 6.2 The decision of the Recognition Committee is final when dealing with interpretation or disputes arising from implementation of employee recognition.
7. Significant Contributions.
 - 7.1 GYPSD and the Board of Trustees may recognize the significant achievements of employees through specific awards. Regulations governing such awards shall be developed separately, or are governed by the award itself. The Board will recognize individuals for achievements related to education as deemed

appropriate but not limited to the following: Edwin Parr Teacher Award, Excellence in Teaching Award.

- 7.2 The members of the Employee Recognition Committee will be the selection committee for all awards in cases where more than one nominee or candidate has been put forward for selection.

Legal Reference: Section 60, 61, School Act

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