



Section Three: Staff

“Together We Learn”

355 – EMPLOYEE RECOGNITION

Introduction

The Board of Education believes that an effective employee recognition program is integral to supporting and valuing the staff of School District No. 23.

Policy

The Board requires the Superintendent of Schools to implement an employee recognition program based on the following:

1. Length of Service Recognition

- 1.1 Employees with 10, 20, 30, 35 or 40 years of service to the district shall be recognized each school year.
- 1.2 Service will be determined by the anniversary date of the employee's appointment to the district (most recent, if applicable).

2. Retirement Recognition

- 2.1 Employees who are retiring from the district shall be recognized each school year.
- 2.2 Organization of the retirement event shall be undertaken by the Board, in consultation with the COTA and CUPE.

3. New Employee Recognition

- 3.1 Employees who are new to the district shall be recognized each school year.
- 3.2 All new employees will receive a letter signed by both the Board Chairperson and the Superintendent, welcoming them to the district.

4. Employee Recognition at Board Meetings

- 4.1 Employees who have been recognized by outside agencies/organizations for contributions they make in their district role, will be invited to a Board Meeting for recognition by the Board.



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5. Board of Education Participation

5.1 Trustees will be invited to participate in all recognition events.

Date Agreed: April 23, 1980

Date Amended: September 15, 1980; November 14, 1984; March 27, 1985;
June 29, 1989; November 24, 1993; January 28, 1998

Date Reviewed/Amended: November 13, 2002

Date Amended: October 25, 2006; May 25, 2011; January 30, 2013

Date Reviewed: November 26, 2014

Related Documents: