

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	PERSONNEL	
<i>Management Guideline</i>	RECOGNITION OF EMPLOYEES	
<i>Applicable Policy</i>	RECOGNITION OF EMPLOYEES	712

*Board Approved: April 17, 2012
February 22, 2012
June 25, 1999*

*Reviewed: March 26, 2012
January 30, 2012*

Review By: December 2017

1.0 Time Lines for Implementation

- 1.1 In the first three months of the calendar year, staff will prepare the lists of employees who have achieved: 10 years or 25 years service with the Superior-Greenstone District School Board and any of its predecessor boards, as of September 1st of that calendar year.
- 1.2 At the April board meeting, of each year, the long-term service list will be provided to the board or a duly constituted committee of the board.
- 1.3 The long-term service list as noted in 2.0 above will include the following:
 - (a) name and location;
 - (b) type of service;
 - (c) record of service;
 - (d) date at which ten (10) years and twenty-five (25) years achieved.
- 1.4 10 Year Award
Principals or managers of the places where these employees work will plan to have the recognition take place by June 30 of that year in the local community.
- 1.5 25 Year Award
The Director of Education or designate will plan to have the recognition take place before the end of October of each year

2.0 Years of Service

Years of service shall be understood to be an employee's normal work-term. For example, teachers who provide service during the normal ten (10)-month school year shall be deemed to have accumulated one (1) year of service.

- 2.1. Years of service shall include regular holiday entitlements.
- 2.2 Breaks in service are not counted. A break in service does not make an employee ineligible to receive this award.
- 2.3 All celebrations are to be concluded by October of each year.
- 2.4 Partial service shall be calculated in blocks that must equal at least one month. Smaller fractions may be carried forward, but will not be applied unless in the aggregate they equal a "month of service."

3.0 Recognition

3.1 Long Term Service

The long-term service recognition award shall include the following:

3.1.1 10 Year Service

- 3.1.1.1 A specially designed 10-year service pin based upon the logo;
- 3.1.1.2 Presentation of this award by the employee's immediate supervisor at a local event i.e. staff meeting, school council meeting or open house;
- 3.1.1.3 Public recognition of service achievement through congratulatory mention in board minutes;

3.1.2 25 Year Service

- 3.1.2.1 Appreciation award, suitably engraved, not to exceed \$175.00 in value;
- 3.1.2.2 Presentation of this award by the Director or designate will be made at a local event, such as a staff meeting, school council meeting, open house or board meeting.
- 3.1.2.3 The Director or designate will establish rules concerning time off necessary for employees to attend the event.
- 3.1.2.4 Public recognition of service achievement through congratulatory mention in board minutes.

3.2 Retirement

Employees who are retiring shall be honoured with a gift, not to exceed \$100.00. A suitable presentation will be made to each individual employee in a kind and timely manner as determined by the Board.

3.3 Outstanding Achievement

Outstanding achievement awards will be given to individuals selected by the Director or designate. The award will be an Achievement Award Certificate from the Board.