

# **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

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<i>Section</i>	PERSONNEL	
<i>Management Guideline</i>	RECOGNITION OF EMPLOYEES, TRUSTEES AND COMMUNITY	
<i>Applicable Policy</i>	RECOGNITION OF EMPLOYEES	712
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<i>Board Approved:</i>	<i>April 20, 2021</i> <i>April 3, 2019</i> <i>April 17, 2012</i> <i>February 22, 2012</i> <i>June 25, 1999</i>	<i>Reviewed:</i> <i>April 6, 2021</i> <i>April 3, 2019</i> <i>March 26, 2012</i> <i>January 30, 2012</i>
		<i>Review By: December 2026</i>

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## **EMPLOYEE RECOGNITION**

### **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 1<sup>st</sup> 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 award with the Board logo. Employees will select one of the following three options; pen and key chain set, thermal blanket or insulated mug;
- 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 \$200.00 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 \$150.00. 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.

## **TRUSTEE RECOGNITION**

### **1.0 Timelines for Implementation**

- 1.1 The annual date for recognition shall be as of November 30.
- 1.2 The awarding of recognition awards shall take place at the December Organizational/Inaugural meeting.

### **2.0 Years of Service**

- 2.1 The length of service recognized will be ten, twenty, thirty, forty and fifty years of service.
- 2.2 Service shall mean the total accumulated period(s) of service to the annual date for recognition. Service shall include service as a Student Trustee. Service shall include that with a predecessor boards.

### **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 award with the Board logo.
- 3.1.1.2 Presentation of this award by the Board Chair or designate at a local event or board meeting;
- 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 \$200.00 in value;
- 3.1.2.2 Presentation of this award by the Board Chair or designate will be made at a local event or board meeting.
- 3.1.2.3 Public recognition of service achievement through congratulatory mention in board minutes.

#### **3.2 End of Term or Resignation**

Trustees who complete their term in office or resign shall be honoured with a gift, not to exceed \$150.00. A suitable presentation will be made to each individual Trustee in a kind and timely manner as determined by the Board.

## **COMMUNITY RECOGNITION**

### **1.0 Volunteer Service Award**

- 1.1 The Volunteer Service Awards are presented to parents, volunteers, community members, agencies, and/or business partners who contribute multiple years of volunteer service to a school or to the Board.
- 1.2 Volunteers are recognized for 5, 10, 15, 20, 25, 30, 40 and 50+ years of service.
- 1.3 Principals will submit the names of eligible volunteers for the Volunteer Service Award to the Director of Education.
- 1.4 Recipients of the Volunteer Service Award will receive a certificate and a letter of appreciation from the Director of Education.
- 1.5 Services performed during the normal course of professional or business duties are not eligible for recognition.

## **2.0 Champions for Education Award**

- 2.1 The Champions for Education Award program will recognize the outstanding contributions of parents, volunteers, community members, agencies, and/or business partners who support our schools, students, staff and programs. This may be an extensive level of support for a shorter time, or a special recognition of long standing assistance.
- 2.2 A call for nominations will be announced and facilitated through school Principals.
- 2.3 A selection committee will review all nominations and recommend up to ten recipients.
- 2.4 All nominees will receive a letter and certificate of recognition from the Director of Education.
- 2.5 An award with the inscription "Champions For Education" shall be presented to each recipient.
- 2.6 The awards shall be presented annually at a Public Board Meeting in June.
- 2.7 Current employees and/or Trustees shall not be considered for the award.