

POLICY

No. D.14

EMPLOYEE RECOGNITION AND SERVICE AWARDS

*Adopted: 00-07-03
Reviewed: 04-03-08
Amended: 08-10-14
Amended: 10-02-09
Reviewed: 12-02-14
Amended: 13-03-12
Reviewed: 14-03-03
Reviewed: 15-02-10
Reviewed: 15-11-09
Reviewed: 16-11-14
Reviewed: 17-11-13
Reviewed: 19-02-19
Reviewed: 21-02-08*

Policy

The Board of Education believes that the District's employees are its most valuable resource and supports the recognition of services they provide. The Board also recognizes that continuity of service within the teaching and non-teaching staff is a valuable asset to the School District.

REGULATION

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Regulation

1. New employees will be presented with a small memento (i.e. keychain with District logo).
2. Recognition of service will take place at each workplace at an appropriate time, once per year; i.e. at Christmas or the end of June, or when an employee is retiring.
3. Presentations will be made by the Principal or workplace Supervisor, with the staff, Superintendent of Schools/Secretary-Treasurer, and Trustee(s) in attendance, if possible.
4. Employees with 10, 15, 20, 25, 30, and 35 years of service will be honoured, as follows:

10 years	\$50 gift certificate, together with a letter of recognition from the Superintendent of Schools/Secretary-Treasurer;
15 years	\$100 gift certificate, together with a letter of recognition from the Superintendent of Schools/Secretary-Treasurer;
20 years	\$150 gift certificate, together with a letter of recognition from the Superintendent of Schools/Secretary-Treasurer;
25 years	Gift certificate equal to \$200, appropriate to the employee, and a letter of recognition from the Superintendent of Schools/Secretary-Treasurer;
30 years	Gift certificate equal to \$275, appropriate to the employee, and a letter of recognition from the Superintendent of Schools/Secretary-Treasurer;
35 years	Gift certificate equal to \$350, appropriate to the employee, and a letter of recognition from the Superintendent of Schools/Secretary-Treasurer.
5. Retiring employees will be presented with a letter of recognition from the Chair of the Board of Education together with a watch or other engraved gift with a value as follows:
 - 15 years of service: \$200
 - 20 years of service: \$250
 - 25 years of service: \$300
 - 30 years of service: \$350
 - 35 years of service: \$400
6. Years of service will be determined using aggregate service in School District 84. Length of service will be calculated effective up to September 1 for the 10, 15, 20, 25, 30, and 35 years accumulated for recognition. Years of service for retirement recognition will include ported seniority.
7. Upon retirement, employees with 15 or more years of service to the District will be presented with a plaque, as well as having their name added to the Plaque of Honour at their worksite.