



Policy Section: **Personnel/Employee Matters**

Policy Name: **Recognition of Employees**

**700**

**703**

## **Policy Statement**

It is the policy of the Keewatin-Patricia District School Board (KPDSB) to recognize contributions by staff of time, talent, and resources towards education. The KPDSB will recognize those who have made significant contributions in the following manner:

- Service to the KPDSB for five (5), fifteen (15), and twenty-five (25) years.
- Retirement
- Outstanding Achievement

## **Rationale**

Employees who have contributed significant time, skill, and investments to the KPDSB should be recognized accordingly

The KPDSB should honour any employee who is retiring at the end of the school year.

It is the desire of the KPDSB to recognize, in an appropriate manner, outstanding achievement(s) by staff members in the field of education.

## **Guidelines**

### 1. Service Recognition

#### a) Five (5) Years of Service Recognition

Employees who will complete five (5) years of service as of June 30<sup>th</sup> of the current school year with the KPDSB shall be honoured with a certificate and a letter of recognition by the Chair of the Board and the Director of Education. A copy of which shall be placed in the employee's personnel file.

b) Fifteen (15) Years of Service Recognition

Employees who will complete fifteen (15) years of service as of June 30<sup>th</sup> of the current school year with KPDSB shall be honoured with a commemorative pin and a letter of recognition by the Chair of the Board and the Director of Education. A copy of which shall be placed in the employee's personnel file.

c) Twenty-Five (25) Years of Service Recognition

Employees who will complete twenty-five (25) years of service as of June 30<sup>th</sup> of the current school year with KPDSB shall be honoured with a commemorative twenty-five (25) year watch and a letter of recognition by the Chair of the Board and the Director of Education. A copy of which shall be placed in the employee's personnel file. Twenty-five (25) year recipients will be recognized for their achievement at the annual regular June Board meeting in a public Employee Recognition report.

2. Retirement

Employees who are retiring shall be honoured with a gift not to exceed one-hundred and fifty dollars (\$150.<sup>00</sup>). The presentation of the gift shall be made by the employee's immediate supervisor prior to their last day of service with the KPDSB. The employee will receive a letter of recognition by the Chair of the Board and the Director of Education. Retirees will be recognized for their achievement at a public Board meeting in the month following retirement in the Employee Recognition report. All retirees will receive a commemorative plaque in appreciation from the KPDSB.

3. Outstanding Achievement

Outstanding achievement(s) by any employee that demonstrates or exhibits program excellence, achievement, and/or innovation shall be recognized by the Chair of the Board and the Director of Education of the KPDSB in a written letter of commendation which will be copied to the employee's immediate supervisor and placed in the employee's personnel file. Criteria for such recognition will be based on the KPDSB's Strategic Plan and Principles of Operation. Such employee recognition shall be presented to the Board at an appropriate Board meeting.