



Policy Section: **Personnel/Employee Matters**

700

Policy Name: **Recognition of Employees**

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 toward education. The KPDSB will recognize those who have made significant contributions in the following manner:

1. Service to the KPDSB for 25 Years
2. Retirement
3. Outstanding Achievement

Rationale

1. Employees who have contributed significant time, skill, and investment to the KPDSB should be recognized accordingly.
2. The KPDSB should honour any employee who is retiring at the end of the school year.
3. It is the desire of the KPDSB to recognize, in an appropriate manner, outstanding achievement by staff members in the field of education.

Guidelines

25 Year Service Recognition

1. Employees who have completed 25 years of service, as of June 30th of the current school year, with the Keewatin-Patricia District School KPDSB shall be honoured with a commemorative 25 year pin, and a letter of recognition by the KPDSB Chair and Director of Education; a copy of which will be placed in the employee’s personnel file. 25 year recipients will be recognized for their achievement at the annual regular June KPDSB meeting in a public “Employee Recognition” Report.

2. Retirement

Employees who are retiring shall be honoured with a gift, not to exceed \$150.00. 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 Director of Education. Retirees will be recognized for their achievement at the annual regular June Board meeting in a public

Cross Reference:
Broader Public Sector Expense Directive, 2014
Policy 210, Expenses of Trustees and Appointed
members
Policy 602, Travel, Meeting and Hospitality
Expenses

Date Approved: June 8, 1999
Reviewed: Nov 11/03; May 8/07.
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“Employee Recognition” Report. All retirees will receive a commemorative plaque in appreciation from the KPDSB

3. Outstanding Achievement

Outstanding Achievement by any employee that demonstrates or exhibits program excellence, achievement, and/or innovation, shall be recognized by the Chair and Director of Education of the KPDSB in a written letter of commendation, 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 KPDSB, at an appropriate KPDSB Meeting.

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