

## EMPLOYEE RECOGNITION PROGRAMS

### Background:

Recognition of employees is encouraged at the Division, school, department and individual levels to support the mission of the Division and to promote and maintain its desired organizational culture.

### Procedures:

1. As per [Board Policy 2: Role of the Board](#), the Division shall provide for recognition of students, staff and community. Recognition shall include:
  - 1.1. long service by employees;
  - 1.2. full-time and part-time permanent employees who retire from the Division;
  - 1.3. individuals or groups who have made outstanding contributions to education or to the Division;
  - 1.4. individuals or groups who have received internal or external awards related to their role as an employee of the Division; and
  - 1.5. individuals or groups who have made professional achievements related to education or the Division.
2. All employees are encouraged to practice meaningful, informal recognition of others in a timely, sincere, appropriate and inclusive manner.
3. Continuous Service, Retirement and Employee Recognition:
  - 3.1. Full-time and part-time permanent employees shall be recognized for continuous years of employment with the Division in five-year increments beginning at five years of active service.
  - 3.2. If a Division employee continues to be paid by the Division—secondment, exchange, sick leave—this time shall be considered toward the individual’s total years of service.
  - 3.3. The Associate Superintendent of Human Resources shall provide data identifying employees eligible for continuous service awards to the appropriate school or department and shall notify award recipients.
  - 3.4. It is the responsibility of the employee to advise Human Resources regarding employee recognition.
  - 3.5. Recognition shall be presented annually and arranged by the Associate Superintendent of Human Resources.

### Reference:

Section 52, 53, 68, 196, 197, 204, 222, 225 *Education Act*