

STAFF RECOGNITION

Background

The Division recognizes and appreciates the importance of the contributions and dedication of staff who are retiring, have given long service, or who have received significant awards.

Procedures

1. The employee retirement banquet shall be held as an annual event in June of every school year.
 - 1.1 The Human Resources Department will work with all employees who are leaving the employ of the Division to verify that they meet the eligibility requirements to receive retirement benefits. Qualified staff shall be honored for distinguished service at an event.
 - 1.2 Individuals will be presented with a certificate and retirement gift from the Division.
 - 1.3 If an employee retires the same year as they are eligible for a service recognition award, the employee will be acknowledged in the following year.
 - 1.4 Human Resources will prepare the list of retired employees to be honoured.
2. The employee years of service recognition awards and employee recognition awards program shall be offered at an annual event held in February coinciding with Staff Appreciation Week each school year.
 - 2.1 Employees are eligible to receive a certificate and service year recognition award after completion of 10 years and increments of 5 years of service with the Division.
 - 2.2 Eligible years of service for permanent employees will be based upon the active employee's date of hire to September 1st of each calendar year. Leaves of absence granted while the staff member is under contract with the Division shall be counted as years of service.
 - 2.3 All awards will be based on permanent continuous years of service to the Division.
 - 2.3.1 Temporary and/or replacement contracts will be counted towards years of service calculations as long as it is continuous service when enter into a permanent contract with the Division.
 - 2.4 Human Resources will prepare the list of eligible employees. The list will be forwarded to appropriate facilities within the Division prior to the event. Discrepancies are to be reported to Human Resources.

2.5 All GSSD employees are eligible to receive an employee recognition award based on criteria as identified by the board of education. Award winners are chosen by a nominations committee.

Legal Reference: Section 87, Education Act

Updated: October 1, 2007
October 5, 2011
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