

Administrative Procedure 417

EMPLOYEE RECOGNITION OF SERVICE

Background

The Division recognizes the considerable contribution, made by the personnel of the Division, to quality education, the well being of our students and the efficient functioning of all aspects of the Division's operations.

Procedures

1. Occasional Recognition

Employees are important team members who provide valuable services promoting core goals of the Division that warrant public recognition and support on occasion.

To access the discretionary fund for recognition, the following procedures must be followed:

- 1.1 Written recognition must be submitted to the Director outlining the employee's services as they relate and enhance Division core goals.
- 1.2 The Director will review the request with whoever provides the submission to determine how the Division may support and recognize the employee.
- 1.3 The Director will provide the Board with an annual accounting of expenditures for the discretionary fund.

2. Long Term Years of Service Awards for Teaching Staff

The Division recognizes and values the services its employees provide. To this end the Division will institute a system of recognizing those employees who provide long term service.

- 2.1 Appropriate long term years of service awards for teaching staff will be purchased by the Division and presented in the following categories: ten (10) years, fifteen (15) years, twenty (20) years, twenty-five (25) years, thirty (30) years. And thirty-five (35) years.
- 2.2 Teachers will be presented their awards at the Annual NATA Convention.
- 2.3 Recognition awards approved by the Division may be adjusted from time to time dependent upon costs and needs.
- 2.4 Service shall be defined as service with the Division but shall exclude:
 - 2.4.1 Leave of absence without pay;
 - 2.4.2 Maternity, paternity or family leave;
 - 2.4.3 Income continuance; or
 - 2.4.4 Deferred salary leave (for the year of leave).

2.5 Exclusions to service defined in 2.4 above will not be considered as breaks in continuous service.

3. Retirement for Teaching Staff

The Division may honour retiring teaching staff gifts as it deems suitable.

Reference: Sections 85, 87, 108, 109 Education Act