

## EMPLOYEE RECOGNITION

### Background

The Division values the commitment shown by employees who have served our students and the Division with years of service.

*The Division will recognize employees and trustees who have years of service.*

### Procedures

1. The Board of Trustees will be involved in the recognition of employees.
  
2. An Employee Recognition Program will acknowledge an employee's incremental years of service in 5 year increments. Years of Service recognition will be at the first Annual Faith Development Day or at an appropriate occasion beginning with the 2013 – 2014 school year. The Employee Recognition Program is detailed below. Beginning with an employee's 15<sup>th</sup> year of service an *on-line gift purchase program* is in effect as follows:

|      |                        |                      |
|------|------------------------|----------------------|
| 2.1  | 0 years (new employee) | Pin                  |
| 2.2  | 5 years                | MHCBE Gift           |
| 2.3  | 10 years               | MHCBE Gift           |
| 2.4  | 15 years               | On-Line Gift Program |
| 2.5  | 20 years               | On-Line Gift Program |
| 2.6  | 25 years               | On-Line Gift Program |
| 2.7  | 30 years               | On-Line Gift Program |
| 2.8  | 35 years               | On-Line Gift Program |
| 2.9  | 40 years               | On-Line Gift Program |
| 2.10 | 45 years               | On-Line Gift Program |

3. Years of Service:
  - 3.1 Years of Service is based on any position with the Division, full or part time;
  - 3.2 Casual and substitute service shall not qualify for years of service;
  - 3.3 Maternity, paternity or adoption leave, leave of absence without pay and benefits or extended disability will be counted as years of service.



4. All employees are required to notify the Board in writing of their intent to resign/retire including those on leave of absence without pay, and extended disability leaves.
  
5. An employee who retires from the Division will be presented with a plaque to acknowledge their service. The plaque will be presented at the Employee Recognition Dinner held in the month of June of each school year. The employee will also choose a gift from the *on-line gift purchase program* based on the following:
  - 5.1 10 years and less than 15
  - 5.2 15 years and less than 25 years
  - 5.3 25 years and over
  
6. Trustees retiring, stepping down or unsuccessful in a bid for re-election will be presented with an appropriate gift as per @ the 10 Years of Service level.
  
7. ATA and CUPE representatives will be invited to attend the Employee Recognition Dinner as a guest.

Reference: Section 60, 61, 113, School Act

