EMPLOYEE RECOGNITION AND EXEMPLARY ACHIEVEMENT

Beliefs

Wetaskiwin Regional Public Schools encourages recognition of employees at the school and/or department level. Employees are encouraged to practice meaningful, recognition of fellow employees where warranted, in a timely, sincere, appropriate, and inclusive manner.

Guidelines

1. The division believes that dedicated and experienced staff is integral to meeting educational goals; therefore the Division wishes to officially recognize both the achievement of staff and the service of long-term employees.

2. Human Resources will provide data identifying staff eligible for service awards.

3. Service will be recognized in five year increments, starting with the completion of the fifth year.

4. Service awards will be presented by the Division at the site for 5, 10 and 15 years of service. Arrangements for the presentations will be made by the Board Appreciation Committee.

5. Service awards will be presented at the Board Recognition Night for 20, 25, 30, 35 and 40 years of service.

6. Substitute and/or casual service and temporary contracted service shall not be considered as qualifying service.

7. Leave of more than one calendar year will not be considered as qualifying service.

8. Maternity Leaves will be considered as qualifying service.

9. Personal leaves for reasons other than 8. (Maternity) will not be considered as service.

10. Long Term Disability benefits are not counted as years of service.

11. Personal leave without pay for a continuous period of thirty calendar days or more shall not be considered as qualifying service.

12. Resignations will be considered a break in service and if re-hired or contracted at a later date, employment status is considered new.

13. An employee may be recognized for long-service and retirement in the same year.
14. Service will be recognized as follows:

14.1 Regardless of the FTE (Full Time Equivalent), employees will be credited with one (1) year for the employee recognition program if they were employed for at least five (5) months of the ten (10) month school year.

14.2 Employees who have worked less than five (5) months of the ten (10) month school year will be credited with half (.5) year for recognition purposes.

15. Service Awards

15.1 Service awards will be presented as follows:

<table>
<thead>
<tr>
<th>Value of Service Award(s)</th>
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<tbody>
<tr>
<td>5 Years       $ 25.00</td>
</tr>
<tr>
<td>10 Years      $ 50.00</td>
</tr>
<tr>
<td>15 Years      $ 75.00</td>
</tr>
<tr>
<td>20 Years      $100.00</td>
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<tr>
<td>25 Years      $125.00</td>
</tr>
<tr>
<td>30 Years      $150.00</td>
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<tr>
<td>35 Years      $175.00</td>
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<tr>
<td>40 Years      $200.00</td>
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</tbody>
</table>

16. Zone, Regional, Provincial or Division acknowledgement will be recognized as follows:

16.1 Employees whose high school student(s) achieve zone, regional or provincial acknowledgement shall receive a certificate of recognition which will be presented by the Division at the school.

16.2 Employees whose kindergarten to grade 9 student(s) earn a Wetaskiwin Regional Public Schools championship shall receive a certificate of recognition which will be presented by the Division at the school.

17. Retirements

17.1 Employees who indicate they are retiring shall be presented with a monetary gift of Twenty Dollars ($20.00) per year of service with the Division.

17.2 Retirement is defined as an employee who has a minimum 10 years of service with the Division and has notified us in writing of their intention to retire.

17.3 Employees who were previously recognized for retirement resignation are not eligible for additional recognition.

17.4 Presentations will be made at the Board Recognition Night held each year.
17.5 Retirees and will receive two complimentary tickets to the recognition night banquet.

18. Recognition Night

18.1 The Division shall arrange, on an annual basis, a “Recognition Night” to honour employees:

18.2 The Recognition Night dinner for recipients and their guest will be hosted by the Division.

18.3 Complimentary tickets provided to award recipients and guest, trustees, invited dignitaries and Division office personnel who are required to attend. The Board Chair or Superintendent may invite special guests.

18.4 Ticket sales shall be advertised to employees and the public, dependent upon space availability.

18.5 Pictures shall be taken of the employees receiving special recognition, retiring or with twenty (20) or more years of service.

18.6 Awards will be presented formally by the Board Chair, or designate.

18.7 The annual Recognition Night will honor employees in the following categories:

18.7.1 Nominees for and recipients of the provincial Excellence in Teaching Award shall receive a certificate of recognition.

18.7.2 Nominees for and recipients of the Edwin Parr Award shall receive a certificate of recognition.

18.7.3 Individuals or groups from outside the Division who have made a significant contribution to the well-being of education shall receive the Community Recognition Award (Form 411-1).

18.7.4 An employee who has made an outstanding contribution to education or the school system shall receive the Outstanding Contribution to Education Award (Form 411-2).

19 Death of an Employee or Employees Immediate Family

19.1 In the case of a death of an employee, the Superintendent will send a sympathy card to the family from the Division and flowers to the funeral or a donation in-lieu as directed by the family.

19.2 When notified of the death of an employee’s immediate family member, the Superintendent will send a sympathy card to the employee.