

RECOGNITION OF STAFF

Background

The Board believes that its employees are its most valuable asset in achieving the goals and priorities of Northern Lights Public Schools; therefore, the Board will recognize employees for dedication and commitment on an annual basis.

Specifically

1. Recognition in Northern Lights Public Schools will celebrate service and will emphasize a Northern Lights Public Schools identity for all employees.
 - 1.1 Employee recognition for long service shall include all staff directly employed by the Division.
 - 1.2 Service by employees will be cumulative.
 - 1.3 Years of service will be calculated based on the number of school years (September 1 to August 31) the employee will have completed by August 31 of the year the celebration is being held. Staff whose employment started prior to Nov. 1 in their first year will be credited with one year of service for that year.
 - 1.4 Substitute teachers, temporary contract teachers of less than a full year, and temporary employees employment will not be considered accumulated for long service.
 - 1.5 CUPE Employees who have been laid off and awaiting recall will be eligible to receive a service award.
 - 1.6 Leave of more than one calendar year will not be considered as qualifying for service.
 - 1.7 Maternity/Parental leaves will be considered as qualifying service.
 - 1.8 Extended disability periods longer than 12 months are only counted as years of service if the employee has greater than 10 years of service prior to the extended disability period.
 - 1.9 Staff who believe there is a discrepancy between the years of service they have been awarded and the criteria outlined in this policy may request a review by the Board's Recognition Committee.

2. Long service will be recognized at the Board's annual Staff Recognition celebration in five-year increments beginning at five years of service. For each five-year increment in service, gifts will be presented as follows:
 - 5 years – Years of Service Certificate and gift up to \$25
 - 10 years – Years of Service Certificate and gift up to \$50
 - 15 years – Years of Service Certificate and gift up to \$75
 - 20 years – Years of Service Certificate and gift up to \$100
 - 25 years – Years of Service Certificate and gift up to \$125
 - 30 years – Years of Service Certificate and gift up to \$150
 - 35+ years – Years of Service Certificate and appropriate gift

3. Retirements will be recognized based on the following criteria:
 - 3.1 For the purposes of recognition by the Board, retirement is considered to occur when the employee has reached at least 50 years of age, is completing at least 10 years of service with Northern Lights Public Schools, and is withdrawing from active part-time or full-time employment. An employee who withdraws from active part-time or full-time employment, with a minimum of 20 years of service, is considered to have retired, regardless of age.

 - 3.2 For the purpose of administering this policy, April 1 will be the deadline date for notice of retirement in order for recognition to occur in that year's celebration. Notice of Retirements received after April 1 will be recognized in the following year's celebration.

 - 3.3 Each retiree will receive a commemorative gift.

Legal reference: Section 60, 61, School Act