



**POLICY:**

REGULATION: GBO – Staff Recognition

EXHIBIT:

**EMPLOYEE RECOGNITION PROGRAM**

**Introduction:**

Recognition covers a range of formal and informal practices. Formal recognition refers to structured scheduled activities such as SRSD’s Long Service Recognition program. Events must be timely and delivery consistent. Informal recognition refers to everyday issues of trust, self-worth and working relationships with others.

**Assumptions:**

- Celebrations recognize that the journey is as important as the destination.
- Sincerity is crucial to the success of any recognition program.
- The more immediate and specific the recognition, the greater the perceived value.
- Recognition should be selective. Do not give awards for the sake of giving awards.
- Recognition can help link actions to pursuing mission (“linking paycheck to purpose”)
- Everyone inherently wants to contribute in a positive way and feel that his or her life has meaning – the purpose of life is a life of purpose.
- Commemorate events both great and small, extraordinary and routine, personal and professional
- Recognize risk taking as well as achievement.
- Employees who are appreciated deliver superior results.

**Operational Considerations:**

- Be thoughtful in deciding where, when and how to acknowledge someone. Respect individuals who would be embarrassed by public displays.
- Recognize the behavior, not the individual.

**Formal Programs/Practices**

**1. Long Service**

The Board provides resources to administer a Long Service Recognition Program beginning with five years of service.

APPROVED: March 11/03

REVISED: April 2009

SOURCE:

OTHER REFERENCE: GCPC – Retirement of Professional Staff Members



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EXHIBIT:

a) Protocol for determining length of service:

- Continuous term or regular service with division
- Date of most recent hire

b) Schedule of awards and corresponding gift:

- |            |            |
|------------|------------|
| ▪ 5 years  | Pin        |
| ▪ 10 years | Pin + gift |
| ▪ 15 years | Pin + gift |
| ▪ 20 years | Pin + gift |
| ▪ 25 years | Pin + gift |
| ▪ 30 years | Pin + gift |

c) Presentation forum:

Presentation will be done on an annual basis as part of other scheduled activities & PD events with an audience of their peers.

## 2. Retirement

Retirements are organized as a site-based activity. An amount of up to \$150 is provided by the Board to assist with celebration arrangements. The Board also provides a SRSD retirement gift of choice to the retiree. A local Trustee or Superintendent normally presents the gift.

## 3. Various achievements and accomplishments

These activities are recognized as required by Board motion followed by correspondence from the Board Chair or the superintendent's department.

## 4. Nomination for external awards

Nominations are made as opportunities arise.

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### **Informal Practices**

All employees of the school division are encouraged to recognize others informally. Such informal recognition may be verbal or in the form of a short note.

- As part of the informal employee recognition program, supervisors are provided with recognition gift certificates to award to employees based on SRSD's Mission, Values and Beliefs at their discretion.

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