

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 Board.
 - 1.2 Service by employees will be cumulative providing the break in service is not greater than the initial service or longer than five years.
 - 1.3 One year of service will be documented when a full year is accumulated by September 30th after the initial start date. Service will be recognized at the annual Staff Recognition celebration immediately following the accumulation of each five-year increment of service.
 - 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/Paternity leaves will be considered as qualifying service.
 - 1.8 Extended disability periods longer than 18 months are only counted as years of service if the employee has greater than 10 years of service prior to the extended disability period.
2. Long service will be recognized 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, has completed 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

Approved: 180627