



Adopted: 1998-11-03  
Revised: 2005-12-06, 2007-09-04, 2011-04-05

## POLICY GBL

### Recognition of Service & Retirement - Employees

The purpose of this policy is to recognize that New Frontiers School Board's staff is its major resource, and it values the contributions that individuals make to the Board's success. Staff may currently receive reward and recognition for their continuing contribution by way of incremental salary progression, promotion, etc. The aim of this policy, however, is to recognize and show appreciation for long-term contribution made by staff that remain with the Board, and to do so in a manner that is meaningful to the individual. Recognition of long term service will take place *after* the milestone has occurred.

#### Definition

##### Recognition of Service:

- Employees with at least five years of consecutive service and employees who retire from active service with the New Frontiers School Board.

#### Administration

The Department of Human Resources will be responsible for generating the lists of staff eligible for service recognition. Human Resources will forward the following to the designated contact in each school/center and each department:

1. A printout of names of all staff eligible for recognition verification.
2. Sample congratulatory letter to be signed by the Director General, or Director of the respective school/center and presented with the award

Discrepancies in eligibility information are to be reported to the Human Resources department for further research and determination.

#### Roles and Responsibilities

Organization of the Banquet will normally be the responsibility of the Director General, the Secretary General, and the Director of Human Resources or his/her delegate.

The immediate superior of the employee being honoured will normally make the presentation to him/her during the social event.

Presentations to retiring staff will normally be made by the Chairperson of the Board and/or the Director General or his/her delegate.

#### Procedures for Employees

##### Recognition of Service:

- The Board will honour employees with 5, 10, 15, 20, 25, 30, 35, and 40 or more years of accumulated service, as follows:
  - Employees must have accumulated the service by June 30<sup>th</sup> of the current year, in order to be recognized.
  - Employees with 5, 10, and 15 years of service will be honoured at the school/centre or office, in the presence of colleagues, and will receive a School Board pin;
  - Employees with 20 years or more of service will be invited to the Recognition of Service and Retirement Banquet;
  - Employees with 20, 25, 30, 35, and 40 or more years of service will receive a plaque and a School Board pin.

Retirees:

- Employees who retire according to the terms and conditions of the respective pension plans after at least ten years of service with the Board, will be honoured;
- Employees to be honoured will be invited to attend a Banquet in their honour that will be held between May 1<sup>st</sup> and June 30<sup>th</sup>;
- Employees being honored for 10 years or more of service will receive a pen and a plaque; those with 20 years or more of service will receive a plaque and an appropriate gift of appreciation.
- At the employee's request, a contribution, of an equal value of the aforementioned gift, may be made to an organization with goals compatible to those of the School Board.

Persons to be invited:

Persons to be invited to the Banquet will be as follows: (With the exception of the guest of the employees being honoured, all other guests will attend the Banquet at his/her expense.)

- Retiring employees and their guests;
- Employees with 20 years of service or more and their guests;
- The employee's immediate superior and his/her guest;
- Members of the Council of Commissioners and their guests;
- Administrators and their guests;
- Union presidents and their guests;
- Other persons and their guests as determined by the Board.

Employees Who Have Retired:

Board employees who have previously retired from the Board will be given the opportunity to attend the Banquet each year at his/her own expense.