Greater Essex County District School Board

Policy: Recognition – Employees, Trustees and Community

Reference P-AD-42

The Greater Essex County District School Board wishes to recognize its employees, Trustees, and community partners for their contributions to and support of public education. Our employees dedicate years of service and make outstanding contributions that impact our students and programs. Our community partners devote thousands of hours and hundreds of dollars in support of our public schools. This much needed and valuable support from our employees and community partners significantly enriches our learning environment and positively impacts students.

1. EMPLOYEE RECOGNITION

a) The Greater Essex County District School Board wishes to recognize incremental years of service through its **Employee Service Recognition Program**.

b) The Greater Essex County District School Board wishes to express condolences in cases of death and bereavement in employee families with the **Bereavement** program.

c) The Greater Essex County District School Board wishes to express appreciation to its retiring employees through its **Retirees Recognition Program**.

d) The Greater Essex County District School Board wishes to acknowledge and celebrate extraordinary contributions to our school system with the **Outstanding Service Award**.

2. TRUSTEE RECOGNITION

a) The Greater Essex County District School Board wishes to recognize incremental years of service through its **Trustee Service Recognition Program**.

3. COMMUNITY RECOGNITION

a) The **Champions for Education Award** shall recognize outstanding contributions in support of our schools, students, and programs.

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Reference No: R-AD-42

The employee, Trustee and Community recognition programs shall be the responsibility of the Director's Office.

The Director's Office will reserve the right to add or change employee programs to stay current with employment and employee trends. The recognition programs listed in the regulation will be implemented yearly. Other initiatives/programs will be at the Director's discretion.

EMPLOYEE RECOGNITION

1. Employee Service Recognition Program

a) The length of service recognized will be five, ten, twenty, thirty, forty and fifty years of service.

b) Service shall mean the total accumulated employment period(s) to the annual date for recognition. Service shall include that with predecessor boards.

b) The awards for service are as follows:

i. 5 years of Service -Token of appreciation
ii. For 10 years of service- bronze pin
iii. For 20 years of service- silver pin
iv. For 30 years of service- gold pin
v. For 40 years of service- (Director's Office discretion)
vi. For 50 years of service – (Director's Office discretion)

d) The annual date for recognition shall be December 31.

2. Bereavement

a) Current Employees

Payment as described below shall be made to a person designated by the employee upon hiring. This designation may be changed by the employee at any time by advising in writing. Failing a designation, payment will be made at the sole discretion of the Director of Education. This information is collected on hiring and kept in the employee's personnel file.

If an employee dies while employed:

i. a cheque of $1,000 shall be delivered to the employee's designated person as soon as possible;

ii. Flags will be lowered in accordance with the Board's Flag Protocol.

iii. a tribute will be shared by the Director of Education, or designate, with discretion at the next appropriate Board meeting;

iv. a card and an expression of sympathy will be sent to the family from the Office of the Director on behalf of the Board; and

v. A message/obituary can be shared on Edsby under Bereavements.

b) Family of Current Employees -Sympathy Card
This program depends on employees and others notifying the appropriate person of the event as soon as possible and that such notice is passed along to other appropriate staff if required.

3. Retirement Recognition Program

a) Employees who retire from the Greater Essex County District School Board will be honoured at an annual event at which time they will receive a gift in recognition of their service to the Board.

4. Outstanding Service Award

a) Each submitted nomination of an employee must:
   i. be supported by the signatures of five other employees;
   ii. contain a detailed description of the reasons for nomination; and
   iii. be received by the Office of the Director of Education by the specified deadline each year.

b) Nominations shall be screened for eligibility by Director's Council.

c) Certificates of congratulations shall be given to all accepted nominees.

d) A committee of representatives from all employee groups shall meet to select up to ten (10) recipients.

e) The awards shall be presented annually at an awards celebration during the spring at an event organized by the Director's Office.

TRUSTEE RECOGNITION

6. Trustee Service Recognition Program

a) The length of service recognized will be ten, fifteen, twenty, twenty-five, thirty, thirty-five, forty, forty-five and fifty years of service.

b) Service shall mean the total accumulated period(s) of service to the annual date for recognition. Service shall include service as a Student Trustee. Service shall include that with predecessor boards.

c) The awards for service are as follows:
   i. For 10 years of service- bronze pin
   ii. For 15 years of service- silver pin
   iii. For 20 years of service- gold pin
   iv. For 25+ years of service (increments of 5 years) – Director's Office Discretion

d) The annual date for recognition shall be as of November 14.

e) The awarding of pins will take place at the September Board meeting.

COMMUNITY RECOGNITION

7. Volunteer Service Award

a) The Volunteer Service Awards are presented to parents, volunteers, community members, agencies, and/or business partners who contribute yearly to making our school community a great place to be.

b) Principals will select the recipients from their school community. Please submit any certificates or letters to the director's office for the Director's signature.

e) Services performed during the normal course of professional or business duties are not eligible for recognition.

8. Champions for Education Award

a) The Champions for Education Award program will recognize the outstanding contributions of parents, volunteers, community members, agencies, and/or business partners who support our schools, students, staff, and programs. This may be an extensive level of support for a shorter time, or a special recognition of long-standing assistance.

b) A call for nominations will be announced and facilitated through school Principals.

c) A selection committee will review all nominations and recommend up to ten (10) recipients.

d) All nominees will receive a letter and certificate of recognition from the Director of Education.

e) An award with the inscription "Champions for Education" shall be presented to each recipient.

f) The awards shall be presented annually at an awards celebration event in the spring that is organized by the Director's office.

g) Current employees and/or Trustees shall not be considered for the award.