

	HUMAN RESOURCES	V-B-3
STRAIT REGIONAL SCHOOL BOARD <i>Excellence in Lifelong Learning</i> POLICIES - GUIDELINES	GENERAL	
	Employee Appreciation and Recognition	
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Employee Appreciation and Recognition

Policy Statement

The Strait Regional School Board is committed to recognizing its employees for their dedication, achievements and/or contributions to students and schools in our region. Recognizing the accomplishments of employees contributes to a supportive, positive and productive work environment.

The Strait Regional School Board shall implement this policy in accordance with the Board's mission, vision and belief statements.

The Employee Appreciation and Recognition Policy provides a framework for formal and informal recognition opportunities for all employees under the jurisdiction of the Strait Regional School Board.

In the implementation of this policy and supporting procedures, schools and the Strait Regional School Board, shall adhere to relevant legislation, policies and procedures, including but not limited to:

- *Education Act and Regulations Under the Act*
- Collective Agreement between the Minister of Education and Early Childhood Development of the Province of Nova Scotia and the Nova Scotia Teachers Union
- Collective Agreement between the Strait Regional School Board and the Nova Scotia Teachers Union
- Collective Agreement between the Strait Regional School Board and the Canadian Union of Public Employees (CUPE), Local 955
- Terms of Employment for Regional Office Non-union Employees and the Strait Regional School Board
- Canada Revenue Agency's Rules for Gifts and Awards
- Nova Scotia Public Service Commission Employee Recognition Policy

Definitions

1. Recognition includes any word or deed that makes someone feel appreciated and recognized for what they do including but not limited to:
 - Excellent performance in the employee's own work, or as part of a team
 - Improving safety
 - Community or volunteer service
 - Going above and beyond in extenuating circumstances
 - Contributing to a supportive and positive work environment
 - Exceptional service
 - Long-term dedicated service

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2. Informal Recognition includes the acknowledgment of day-to-day accomplishments in the workplace through gestures of appreciation, positive communication and/or feedback.

Informal recognition is encouraged as a means of providing a supportive work environment where employees feel valued. The Strait Regional School Board encourages principals and workplace supervisors to publicly acknowledge among students, staff and the community, an awareness of and appreciation for the contribution of all employees to the School Board's programs and services.

Examples of informal recognition activities include, but are not limited to:

- Citizen of the Month
- Door prizes at meetings
- Appreciation notices on school websites
- Notes of appreciation
- "Great Things Happening this Month" bulletin boards
- Visits to classrooms, with follow-up thank you note
- Organized brunches, lunches to show appreciation
- Wellness events

3. Formal Recognition includes structured, scheduled activities or events with specific criteria, which are used to recognize employee contributions and achievements.

Examples of formal recognition activities include, but are not limited to:

- Attainment of service milestones, including retirement
- Employee recognition resulting from a formal nomination and selection process

4. Award - An award has to be for an employment-related accomplishment such as outstanding service, employees' suggestions, or meeting or exceeding safety standards. It is recognition of an employee's overall contribution to the workplace, not recognition of job performance. Generally, a valid, non-taxable award has clearly defined criteria, a nomination and evaluation process, and a limited number of recipients.

Guidelines

1. Events that are solely social in nature are not considered recognition activities under this policy.
2. The following principles of recognition/nomination and selection of Award recipients shall apply:
 - 2.1 Recognition should be fair, transparent, inclusive, timely, frequent and varied;
 - 2.2 Recognition activities should be respectful of workplace diversity;

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- 2.3 The diversity of employees shall be taken into consideration when establishing committees or selection panels in all recognition activities;
- 2.4 Formal and informal recognition activities shall recognize, reinforce or promote positive behaviours and performance that support the mission and goals of the Department of Education and Early Childhood Development, the Strait Regional School Board and the school;
- 2.5 Employees or groups of employees, parent/guardians, school advisory council members and students may nominate employees for the *Strait to Excellence Award*.
- 2.6 Criteria and time-lines for formal recognition awards shall be clearly communicated; and
- 2.7 Eligibility requirements and the composition of the selection committee shall be clearly defined.

3. Method of Recognition

- 3.1 When recognition is the result of a group or team effort, all contributing members of the team should be recognized.
- 3.2 Information on employees being recognized shall be communicated to the school community and the general public through appropriate print and electronic communication vehicles by the school and the School Board to foster a culture of recognition and pride among employees.
- 3.3 Award recipients will not be deducted for time taken to attend, or travel to, a recognition event sponsored by the Strait Regional School Board, the Nova Scotia Teachers Union, the Canadian Union of Public Employees and the Department of Education and Early Childhood Development during their regularly scheduled hours of work.

4. Gifts and Awards

- 4.1 Gifts and awards shall be in compliance with Canada Revenue Agency requirements.
- 4.2 Gifts and awards for service milestones including retirement shall be provided by the Strait Regional School Board.
- 4.3 Cash, near-cash gifts or awards shall not be granted to employees as part of any recognition program and/or activity.
- 4.4 Public funds cannot be used to purchase alcoholic beverages for recognition gifts/awards or at recognition events.

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5. Monitoring

- 5.1 The Director of Human Resources shall be responsible for monitoring the effectiveness and application of this policy and supporting procedures.
- 5.2 The Superintendent shall authorize the development of procedures for the implementation of this policy.
- 5.3 This policy and supporting programs and procedures shall be reviewed annually.