

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

Procedures

1. General

- 1.1 These procedures provide the process for managing and coordinating Employee Appreciation and Recognition initiatives within the Strait Regional School Board.
- 1.2 The calculation of service shall be in accordance with the seniority provisions of the collective agreements between the Board and the NSTU, the Board and CUPE and the Board and the terms of employment governing non-unionized employees, and such other considerations relative to the Board's human resources data management system that may apply.
- 1.3 Please refer to **Appendix A: Formal Employee Recognition Awards** on Page 3 for criteria, timelines, eligibility requirements, composition of the selection committee and method of recognition.

2. Formal Employee Recognition Awards

Formal employee recognition awards as defined in the Policy V-B-3 include:

- 2.1 Service Milestones;
 - 2.2 Retirement; and
 - 2.3 *Strait to Excellence Award*
- 2.1 Service Milestones (15+ and 25+ years of cumulative service)
- 2.1.1 The Board appreciates and values loyalty in its staff and wishes to recognize the contribution of those employees who have given long and dedicated service. The Strait Regional School Board believes that the value of the contribution to lifelong learning made by each individual staff member increases with experience and length of service. Therefore, as part of its human resources development strategy, the Board provides programs that are designed to recognize and appreciate the contribution of long-term employees to the school community.
 - 2.1.2 The Human Resources Department will determine annually those staff members who will have served 15+ and 25+ years of cumulative service within the Strait Regional School Board.
 - 2.1.3 All present employees who have reached long-service milestones with the Board will be publicly acknowledged by their immediate supervisor and/or the Superintendent of Schools based on the award schedule outlined in **Appendix A: Formal Employee Recognition Awards** on Page 3.

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2.2 Retirement Tribute

- 2.2.1 Retiring employees will be identified through a formal letter of retirement submitted by the employee to the Strait Regional School Board.
- 2.2.2 The reception will be held annually with the details formalized by the Senior Administration team.
- 2.2.3 In recognition, each eligible employee will receive a gift of appreciation that has been chosen by the Senior Administration team.

2.3 Strait to Excellence Award

The Director of Human Resources/designate will send requests for nominations for the *Strait to Excellence Award* in accordance with the criteria outlined in **Appendix A: Formal Employee Recognition Awards** on Page 3. Each nomination form must be signed by the nominator and the Supervisor of the nominee as outlined in **Appendix B: Strait to Excellence Award - Nomination Form** on Page 6.

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Appendix A: Formal Employee Recognition Awards

Formal Recognition includes service milestones, retirement and *Strait to Excellence Award*.

Award	Service Milestones (15+ and 25+ Years of Service)	Retirement Tribute	<i>Strait to Excellence Award</i>
Description	Annual formal recognition of service of employees who hold a position and who have 15+ and 25+ cumulative years of service.	Annual formal recognition of service to employees who hold a position, have a minimum of 10 years of service and have formally indicated their intention to retire.	Annual formal recognition to recognize employees who hold a position and who demonstrate excellence in the workplace.
Criteria	Calculation of service shall be in accordance with the seniority provisions of the collective agreements between the Board and the NSTU, the Board and CUPE, the Board and the Terms of Employment governing non-unionized employees, and such other consideration relative to the Board's human resources data management system that may apply.	Intent to retire letter submitted to Human Resources Department by April 15.	<p>Recognition of Strait Regional School Board employees for their outstanding contributions and commitment in supporting the mission, vision and belief statements of the Strait Regional School Board.</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> ➤ student achievement ➤ staff success ➤ school performance ➤ integration of technology ➤ occupational health and safety

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			<ul style="list-style-type: none"> ➤ commitment to students ➤ excellence in the workplace
Nominated By	N/A	N/A	<p>Employees or groups of employees, parent/guardians, school advisory council members and students may nominate employees by submitting a Nomination Form as contained in Appendix B by November 30 of each year.</p> <p>Nominations forms shall be forwarded to the Director of Human Resources.</p>
Selected By	Director of Human Resources	Director of Human Resources	The selection committee will be Chaired by the Director of Human Resources/designate and comprised of one representative from each of the Departments of Operations, Finance, Programs and Student Services; one school administrator; and one Board Member.
Presentation	Lapel pin or similar memento presented in the Spring of each year at the employees' worksite by the immediate supervisor, Board Member and	<p>Invitation to the Annual Retirement Banquet.</p> <p>Memento for each employee in recognition of their retirement.</p>	A framed certificate presented to 10 – 20 recipients hosted at a School Board Function in the Spring of each year.

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	<p>Superintendent/ designate.</p> <p>This recognition should involve as many members of the school community as possible.</p>	<p>Presentation to the honouree will include the Strait Regional School Board Chair, the President of CUPE and the Chair of the Regional Representative Council of the NSTU.</p>	<p>Recipients will be publicly acknowledged through appropriate print and electronic communication vehicles.</p>
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Appendix B: Strait to Excellence Award - Nomination Form

Name(s) of person(s) being nominated	
Position	
Worksite(s)	
<p>How has this person demonstrated an outstanding commitment and contribution in their role within the Strait Regional School Board in one or more of the following areas:</p> <ul style="list-style-type: none"> ➤ commitment to students ➤ cultural proficiency ➤ excellence in the workplace ➤ health and/or safety of students and/or co-workers ➤ integration of technology ➤ school performance ➤ staff success ➤ student achievement <p>Please include a maximum of two (2) pages describing why the nominee should be considered for a <i>Strait to Excellence Award</i> in accordance with the criteria for selection listed above.</p>	
Name of Nominator(s) and contact information	

Signature of Nominator(s)

Date

Please submit the Nomination Form by November 30 of each year to:
 Director of Human Resources
 Strait Regional School Board
 16 Cemetery Road
 Port Hastings, NS B9A 1K6; 902-625-2281 (fax)