

# STAFF RECOGNITION

## Background

The Division is committed to recognizing staff in a variety of ways at the Division, school, department and individual levels to support the vision and mission of the Division and to foster and maintain a positive, respectful and productive organizational culture.

## Definitions

**Retiree:** The employee must be at least 50 years of age and have accrued a minimum of 5 (five) years of services.

**Years of Service** will be accrued by employees who hold temporary, probationary, and permanent/continuing contracts.

## Procedures

### 1. Long Service Recognition

- 1.1 Recognition will be given to employees who have served in continuous five year increments within the Division and shall be recognized for accumulated service (eg. 5, 10, 15, 20 years, etc.) at a Board sponsored function to honor the recipients.
- 1.2 Employment that commences up to and including February 28 shall be credited as one (1) year of service providing the employee was under contract for 60 days.
- 1.3 Employment that commences after February 28 shall be credited as one-half (½) year of service providing the employee was under contract for 60 days.
- 1.4 Continuing employment during a school year, from approximately September 1 to August 31, shall be credited as one (1) year of service.
- 1.5 Continuing part-time employees shall be considered "full-time" for the purpose of calculating years of service.
- 1.6 Employment under approved exchange programs, sabbaticals, Department of National Defense service and secondment leave, will be included when calculating years of service.
- 1.7 Unpaid leaves that exceed six (6) months, such as maternity leave, personal leave of absence, and extended periods on long term disability, will not be included when calculating years of service.
- 1.8 Years of Service will be posted on each employee's secure portal (Atrieve).
- 1.9 Upon retirement, service recognition no longer accrues.

## 2. Retirees

Employees who retire from the Division will be honoured at the annual Recognition function and presented with a gift from the Board; value of the gift is at the Board's discretion.

In order to be formally recognized as a retiree employees who hold a term specific (eg.. Temporary/probationary) contract and meet the definition must provide notification of retirement to Employee Services.

## 3. Awards

### 3.1 Division Award for Provincial, National or International Recognition

Upon being notified of a provincial, national or international award, the Division will:

3.1.1 Present a gold Division pin and an award to the recipient at the annual Recognition function.

### 3.2 Division Exceptional Teaching Recognition

The Division will provide the following recognition for teaching staff who are nominated for provincial Excellence in Teaching Awards as well as those who receive nominations for the Edwin Parr Beginning Teacher Award.

3.2.1 Will be invited to a public Board meeting to celebrate the nomination; and

3.2.2 Receive an award at the Board meeting.

### 3.3 Division Excellence in Supporting Student Success

The Division will provide the following recognition for support staff who are nominated for provincial awards as well as those who receive Division recognition for outstanding support of student excellence.

3.3.1 Will be invited to a public Board meeting to celebrate the nomination; and

3.3.2 Receive an award at the Board meeting.

### 3.4 Distinguished Leadership

The Division will provide the following recognition for leaders who are nominated for provincial awards.

3.4.1 Will be invited to a public Board meeting to celebrate the nomination; and

3.4.2 Receive an award at the Board meeting.

## 4. Recognition in the workplace

4.1 All employees are encouraged to practice meaningful, informal recognition of colleagues at their school and division sites in a timely, sincere, appropriate, and inclusive manner.

## 5. Exclusions

5.1 The division may at times, and exceptionally, be aware of information that is not public knowledge that would preclude a staff member from being recognized or receiving an award. In these rare circumstances, the division will exercise its discretion to celebrate team members.

Reference: Relevant Legislation & Guidelines

## Appendix A

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### Excellence in Supporting Student Success Award - Criteria

#### ***Who is eligible for the award?***

All support staff employed by Foothills School Division who exemplify the division's Mission Statement in their work with or in support of students. This award complements our Excellence in Teaching Award. "Support staff" is defined as any individual employed by the division who is not a teacher or school administrator (principal or vice-principal) – e.g. Educational Assistant, Family School Liaison Counselor, Youth Development Counselor, Library Facilitator, Bus Driver, Maintenance Technician, Office Administrator, Data/Tech Facilitator, etc.

#### ***Who can nominate?***

Employees of Foothills School Division AND members of the community (e.g. – students, parents/guardians, school volunteers, etc.) who would like to recognize a member of the division's support staff.

#### ***What is the process?***

1. Nominators must complete the [online Nomination Form](#), this will be forwarded to the relevant school prior to May 1. External nominators will complete [Nomination Form 415-1](#) and submit it to the relevant school Principal prior to May 1.
2. The Principal/Site Supervisor will review nominations and select a maximum of two submissions to be advanced to Division Office.
3. Final approval will be made by the Superintendent of Schools.

#### ***Award criteria***

The employee (as applicable, based on their position):

- Demonstrates a strong belief that every student can learn and succeed
- Shows an outstanding commitment to supporting students
- Shows initiative and resourcefulness in supporting students as part of a supportive and collaborative team
- Has a positive, helpful and caring attitude
- Shows a strong commitment to a safe and supportive learning environment and to students' social and emotional needs
- Demonstrates a commitment to lifelong learning and/or encourages the desire to learn, and is a positive role model for others
- Demonstrates the ability to work independently and make informed decisions in the best interests of students' learning needs
- Demonstrates strong team player qualities (leader among peers, supportive and respected by colleagues)
- Shows flexibility by considering different viewpoints, performing under pressure, and dealing effectively with challenging situations
- Is a strong ambassador of Foothills School Division and their current school/department/office, enjoys their work and speaks highly of their school/office, staff and community
- Is motivated and strives for excellence

- Consistently brings out the best in others, and is someone from whom others seek guidance and advice
- Must not have been a recipient of the award in the past 5 years.

***How will award recipients be selected?***

Principals will receive nomination forms and forward their recommendation (maximum of 2) to Division Office for review and approval by the Superintendent of Schools. Recipients will be recognized during a special award presentation at the first Board meeting in June each year.

Internal Link: [Excellence in Supporting Student Success Award – Online Nomination Form](#)

External Link: [Excellence in Supporting Student Success Award](#)