

Administrative Procedure 415 - Employee Recognition

Background

The Division wishes to appropriately recognize all employees upon long service, achievement and retirement.

Procedures

1. Long Service:

Long Service awards will be presented to staff with five (5) years of consecutive contractual service and every fifth year thereafter provided consecutive contractual service is maintained. Employees who are to be recognized will receive two (2) complimentary tickets.

Substitute or casual service shall not be considered a qualifying service.

When there is a break in service the following guidelines will be observed:

- a) Maternity Leaves - counts as service.
- b) Personal Leaves - 1 year or greater - no service.
- c) Sick/Extended Disability - 1 year or greater - no service.
If the employee does not return to work but retires - no recognition.
If the employee returns - count as if not on sick leave.
- d) An employee working a partial year will be given credit for service for that year, as reasonably determined by the Assistant Superintendent of Human Services.

Awards: Gift certificate (Home Hardware, Heart of Alberta Dollars) or donation to the charity of choice as follows:

5 yrs	\$100
10 yrs	\$110
15 yrs	\$120
20 yrs	\$130
25 yrs	\$140
30+ yrs	\$200

2. Retirement:

A retirement gift will be presented to retiring staff based on length of service. Employees who are retiring will receive four (4) complimentary tickets.

Award: Gift certificate (Home Hardware, Heart of Alberta Dollars) or donation to the charity of choice of \$300.

3. Edwin Parr Nominee:

A \$500 professional development voucher will be presented to the Edwin Parr Nominee. The nominee will receive two (2) complimentary tickets.

4. Recognition Night:

Each school year the Board will arrange an evening for employee recognition.

The Assistant Superintendent of Human Services will oversee the planning and implementation.

As per [Board Policy 21](#), Clearview Award of Merit and Clearview Star Award recipients will be acknowledged at Recognition Night.

Tickets to be provided to recipients:

Long Service	2
Retirees	4
Edwin Parr	2
Award of Merit	4
Nominee of Award of Merit	2
Clearview Star	2
Trustees	2
Superintendent	1
Deputy Superintendent	1
Assistant Superintendent	1
Secretary-Treasurer	1
Director of Inclusive Services	1
Director of Technology	1
Director of Finance	1
Director of Transportation	1
Staff helping with setup	1

Tickets will be sold to all other employees on a cost-recovery basis.

Reference: Section 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act

Effective: 1995-05-11

Amended: 2016-09-22; 2022-01-01, 2024-03-20