



## **AWARDS PROGRAM - EMPLOYEES**

The contributions of long-term employees is valued and recognized by the Frontier School Division Board of Trustees. In recognition of employee service and commitment, the Board has established an awards program as outlined in the regulations.

The regulation is separated into two parts:

- Long-term Service Awards,
- Outstanding Contribution Awards.

Specifics of each award are noted in the information that follows.

Responsibility for employee awards rests with the Human Resources Department.

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| Adopted September 1, 2009 | Revised January 20, 2012 |  |
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## AWARDS PROGRAM - EMPLOYEES

### A. LONG-TERM SERVICE AWARDS

#### 1. Service

##### a. Eligibility

Service shall commence from the date of last hire, i.e. employment must be continuous.

Eligibility for long service awards is limited to full-time and part-time permanent employees only. Term and casual employment shall not be recognized for the purpose of long service awards.

Service earned in schools which amalgamated with the Division will be included for purposes of long service awards.

To be eligible for a retirement award, an employee must have a minimum of ten (10) years' service.

##### b. Leaves of Absence

Approved leaves of absence are included for purposes of the long service awards.

##### c. Calculation of Years of Service

Years of service shall be calculated to the end of the current school year, without regard to the full-time equivalency of the employee.

One year of service equates to the length of work year designated for a particular position. Full-time and part-time employees accrue service at the same rate, regardless of full-time equivalency.

**2. Awards**

Awards will be presented for the following years of service:

- 10 year,
- 15 year,
- 20 year,
- 25 year,
- 30 year,
- 35 year,
- 40 year,
- Retirement.

Employees will be provided with the service award options for their level and instruction on how to select their award.

**3. Presentation**

As June 30 is the end of the school year for all employees, this date will be used for the purpose of calculation and presentation of long-term service awards.

Retirement awards will be presented as soon as possible upon notification of retirement. The Division shall provide \$100.00 to offset the costs of a local recognition ceremony for the retiree.

Awards will be ordered and forwarded to the Area Superintendent, Area office or Division office to be presented at an appropriate school or community function.

**B. OUTSTANDING CONTRIBUTION AWARDS**

**1. Eligibility and Nomination Procedure**

Nominations are sought each spring for the Outstanding Employee Contribution Award. This award recognizes employees who demonstrate one or more of the following:

- i. proficiency in their area of responsibility,
- ii. contribution to the Division as an employee,
- iii. contribution as a community member,
- iv. provision of leadership in the nominee's area of employment,
- v. evidence of personal and/or professional growth,
- vi. evidence of development and implementation of effective practices in their field of work.

Nomination forms are available on the Division's web site.

The recipient(s) will be provided with the “Achievement and Contribution Award” option sheet and instructions on how to select their award.

**2. Criteria**

Nominees must:

- i. be a current employee of the Division, and
- ii. have been employed with the Division for a minimum of three (3) years.

Nominations must be made by a Division employee or a school committee member and be supported by the school committee, the immediate supervisor and the Area Superintendent. The nomination must include supporting documentation, including testimonials from colleagues and other relevant parties.

There is no limit on the numbers of nominations that can be received from a community.

**3. Selection and Presentation**

Nominations must be forwarded to the Chief Superintendent by the specified date each spring.

All nominations are reviewed by a committee established by the Board, usually at their regularly scheduled May Board meetings. The Committee will make a recommendation(s) to the Board.

The final selection will be made by the Board of Trustees and will be announced by a special announcement circulated throughout the Division.

The award is presented locally, at the end of June, at an appropriate school or community function by either a School Board Trustee(s), if present, or by administrative staff.

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