

## AWARDS

### Background

The District appreciates the contributions made by its employees to the jurisdiction. It is appropriate, therefore, to recognize those employees who have rendered long-term and/or exemplary service to the District.

The District supports the public recognition of employees who have provided long service to the District. The District also supports the Edwin Parr Award Program for first year teachers and the Excellence in Teaching Awards Program developed by the Council of Alberta Teaching Standards.

### Procedures

#### Long-Service Awards

1. Appropriate long-service gifts will be awarded to employees with five (5) years of continuous service with the District and for every additional five (5) years of continuous service thereafter to a maximum of thirty five (35) years.
2. A staff recognition event will be organized on an annual basis.
3. For the purpose of administering this procedure, the date each year on which length of service will be determined shall be August 31.

4. Prior to August 31, 2018:

For calculation purposes, one year of service is equivalent to a minimum of .60 FTE for time worked during the year. For teachers, this means a minimum of 120 full days worked during the year. For 10 month support staff, this means a minimum of 910 hours per year (based on a 35 hour work week – to be prorated accordingly). For 12 month support staff, this means a minimum of 1,092 hours per year (based on a 35 hour work week – to be prorated accordingly).

Effective September 1, 2018:

For calculation purposes, an employee will be granted one year of service regardless of their FTE, subject to proration for unpaid leaves of absence in excess of 30 days.

5. Past employment in a jurisdiction that has been amalgamated with the District shall be included to calculate length of service.
6. Employees with fifteen (15) or more years of accumulated service with the District who retire shall be suitably recognized at a staff recognition event.

7. The Superintendent shall budget on an annual basis the funds to be allocated for recognition of long-term and retiring employees.
8. The Superintendent or designate shall be responsible for determining the procedure for recognition of long-term employees.
9. The District shall present the following awards to every employee where long-service awards are not specified in an employee contract:
  - 5 years of service: Certificate, gift, and \$100 prepaid credit card.
  - 10 years of service: Certificate, gift, and \$200 prepaid credit card.  
*\*District ring with one mini diamond will remain an option during the transitional period until 2020.*
  - 15 years of service: Certificate, gift, and \$250 prepaid credit card.
  - 20 years of service: Certificate, gift, and \$300 prepaid credit card
  - 25 years of service: Certificate, gift, and \$500 prepaid credit card
  - 30 years of service: Certificate, gift, and \$750 prepaid credit card
  - 35 years of service: Certificate, gift, and \$1000 prepaid credit card

*Mini diamonds for district ring will remain available for purchase to employees at 5-year intervals from 15-35 years of service.*

#### Edwin Parr/Excellence in Teaching Award Programs

10. The Superintendent shall coordinate nomination procedures for both programs.

Revision Dates: June 3, 2019