

2.0. Human Resources

2.A. Foundations

2.A. STAFF APPRECIATION AWARDS

Policy Reference: EL-1.7

Adopted: June 14, 2011

Reviewed by Committee: September 27, 2016, January 26, 2021

Professional Staff

- Includes all teachers, administrators and professional support positions in the schools and in support of schools (includes division office staff)
- To determine years of service:
 - Includes all service without a break in contract:
 - This includes term positions that roll into permanent positions
 - This does not include term positions that do not continuously roll into a permanent positions
 - This does not include term or permanent positions that end with a break in service and a new contract begins. Years of service in this case would begin again from 0 years with the new contract.
 - This does not include unpaid sick leave/leave of absence (by Division) beyond a year.
 - A full year of service is determined when a staff member, with a 50% or greater contract, fulfills a ½ year of service or more in any given school year.
 - A full year of service is determined when a staff member, with less than a 50% contract, fulfills a full year of service in any given school year.
 - Years of service will be calculated at the end of June of each school year.
 - The Board may consider special circumstances in years of service calculations
- Staff will be recognized at 5, 10, 15, 20, 25, 30, 35 and 40 years
- Every employee will be recognized with a certificate (closest milestone) for the 2010-11 school year only
- Staff may be recognized at School Christmas/Band Concerts/school appropriate venue
- Staff will be recognized with:
 - 5 years - certificate
 - 10 years – certificate and \$25 Chapter’s gift card
 - 15 years – certificate and \$50 (Restaurant gift certificate/Chapter’s gift card/clock)
 - 20 years – certificate and \$75 (Restaurant gift certificate/Chapter’s gift card/glass iceberg plaque)
 - 25 years – certificate and \$100 (Restaurant gift certificate/Chapter’s gift card/crystal vase) and an extra long service personal Leave day (in the 25th year)

One time only 25+ employees get the extra long service personal leave day in the 2011-12 school year.

- 30 years – certificate and \$100 (Restaurant gift certificate/Chapter’s gift card/watch)
- 35 years – certificate and \$100 (Restaurant gift certificate/Chapter’s gift card/jacket)
- 40 years - certificate and \$100 (Restaurant gift certificate/Chapter’s gift card/watch)

Staff being recognized may be:

- Announced at the Divisional In-service and Bus Driver In-service
- Advertised in the Divisional Community Report, Interlake Spectator and Around Town
- Posted in schools and on Lakeshore School Division website

Support Staff

- Includes all EAs, secretaries, librarians, bus drivers, custodians, cleaners, mechanics and any other support positions in the schools and in support of schools (includes division office staff)
- To determine years of service:
 - Includes all service without a break in contract:
 - This includes term positions that roll into permanent positions
 - This does not include term positions that do not continuously roll into a permanent positions
 - This does not include term or permanent positions that end with a break in service and a new contract begins. Years of service in this case would begin again from 0 years with the new contract.
 - This does not include unpaid sick leave/leave of absence (by Division) beyond a year.
 - A full year of service is determined when a staff member, with a 50% or greater contract, fulfills a ½ year of service or more in any given school year.
 - A full year of service is determined when a staff member, with less than a 50% contract, fulfills a full year of service in any given school year.
 - Years of service will be calculated at the end of June of each school year.
 - The Board may consider special circumstances in years of service calculations.
- Staff will be recognized at 5, 10, 15, 20, 25, and 30 years (30+ for the 2010-11 school year only)
- Every employee will be recognized with a certificate (closest milestone) for the 2010-11 school year only
- Staff may be recognized at School Christmas/Band Concerts/school appropriate venue

- Staff will be recognized with:
 - 5 years - certificate
 - 10 years - certificate and \$25 Chapter's gift card
 - 15 years – certificate and \$50 (Restaurant gift certificate/Chapter's gift card/clock)
 - 20 years – certificate and \$75 (Restaurant gift certificate/Chapter's gift card/inukshuk)
 - 25 years – certificate and \$100 (Restaurant gift certificate/Chapter's gift card/crystal vase) and 1 week of additional holidays (in the 25th year)
 - 30 years – certificate and \$100 (Restaurant gift certificate/Chapter's gift card/watch)

Staff being recognized may be:

- Announced at the Divisional In-service and Bus Driver In-service
- Advertised in the Divisional Community Report and Around Town
- Posted in schools and on Lakeshore School Division Website