

IDENTIFICATION CODE

POL 19-057

TITLE: RECOGNITION POLICY

ENFORCEMENT DATE	REQUIRED AUTHORIZATION	RESPONSIBLE FOR FOLLOW-UP
January 18, 2016	Administrator	Administrator

ROADMAP

	DATE	APPROVAL
ADOPTION	January 18, 2016	POL 16-002
LAST UPDATE	October 1, 2016	POL 16-143
NEXT REVIEW	February 2, 2019	POL 19-057

Table of Content

1. BASIS	1
2. GENERAL OBJECTIVES	1
3. SPECIFIC OBJECTIVES.....	1
4. ROLES AND RESPONSIBILITIES	1
5. EVENT.....	2
6. CONTINUOUS SERVICE.....	2
7. EFFECTIVE DATE	2
APPENDIX I.....	3

1. BASIS

The Commission scolaire du Littoral recognizes the importance of its human resources. In this regard, it wishes to underline certain events involving its members of staff.

As such, it favours the introduction of staff appreciation gestures and encourages the organization of a number of social gatherings.

2. GENERAL OBJECTIVES

To ensure sound, effective and coherent management, the Commission scolaire du Littoral is required to provide the means to recognize services rendered by employees with a view to promote motivation and a sense of belonging.

The aim of the School Board's policy is to:

- 2.1 Develop and maintain a sense of pride and belonging to the School Board;
- 2.2 Recognize the contribution of its personnel;
- 2.3 Award a token of appreciation at special events commemorating an employee;
- 2.4 Promote the quality of work life.

3. SPECIFIC OBJECTIVES

The School Board wishes to recognize the significant contribution of employees through gestures and actions that will underline:

- 3.1 The anniversary of service of each employee as per the terms of the policy (Appendix 1);
- 3.2 The Teacher Appreciation Week, Professionals Week, Support Staff Week as well as Manager Week in the most appropriate manner;
- 3.3 The retirement of staff members.

4. ROLES AND RESPONSIBILITIES

The School Board's Administrator shall implement each year a recognition and appreciation committee that will:

- Ensure follow-up and application of this policy;
- Take concrete action in terms of recognition and appreciation.

The Administrator, the school principal or the service/center manager must:

Celebrate the anniversary of service of each employee in his or her department or establishment or under his or her direct responsibility as per the terms of the policy (Appendix 1);

Celebrate Teachers' Week, Professionals' Week, Support Staff's Week and Managers' Week in an appropriate manner;

All the stakeholders of the School Board have a role to play in the appreciation of individuals they interact with. This encompasses a wide range of formal and informal workplace practices which, collectively, reflect and reinforce the values and the manner in which people work together.

5. EVENT

5.1. Recognition of years of service with the School Board

Years of service will be calculated as follows:

On June 30 each year, the list for each job category will be updated:

- Teachers: part-time and full-time, by seniority (excluding substitute teachers and hourly employees);
- Support staff: regular, by seniority;
- Professionals: regular, by seniority;
- Management staff: by seniority;

The immediate supervisor chooses the gift up to the amount to which the employee is entitled (except for the 25-year anniversary of service).

5.2. Special events

Employees from each establishment support one another when a happy or unhappy event takes place in the lives of one of their colleagues and their respective family. They convey messages of support depending on the occasion (Appendix I).

5.3. Death

The immediate superior is responsible for communicating to staff information regarding the death of an employee or of a member of his or her family. The immediate superior is also responsible for notifying the Administrator as well as the Human Resources Service.

The School Board offers messages of condolences to the bereaved family (Appendix I).

5.4. School and centers social committees

Organization and membership of a social committee must be voluntary and not mandatory. This is a local initiative whose objective is to maintain a team spirit among staff members. The activities of these committees must be financed from the voluntary contributions of the members. Each of the committees is independent of the other.

6. CONTINUOUS SERVICE

Period of time during which the employee worked for the School Board. The latter acquires one year of active service when his salary has been maintained since his last hiring. Continuous period of employment without interruption due to resignation or dismissal. All unpaid and duly authorized leaves of absence (by the School Board) are considered as periods of service.

In the case of an employee occupying a part-time position, the acquisition of active service shall be made in proportion to his work week in relation to the regular work week prescribed in article 8-2.00.

7. EFFECTIVE DATE

This policy comes into force on the date of its adoption.

APPENDIX I

In September, a list of anniversaries of service to be celebrated during the year will be sent out by email to all.

Anniversary <i>(years of continuous service)</i>		
Years	Contribution	Responsibility
5	Congratulations card from the Administrator	<ul style="list-style-type: none"> ▪ Recognition committee and school principal or service/center manager
10	Congratulations card from the Administrator + gathering (coffee, cake, etc. maximum \$30)	<ul style="list-style-type: none"> ▪ Recognition committee and school principal or service/center manager
15	Congratulations card from the Administrator + CSL pen	<ul style="list-style-type: none"> ▪ Recognition committee and school principal or service/center manager
20	Congratulations card from the Administrator + gift valued at \$50	<ul style="list-style-type: none"> ▪ Recognition committee and school principal or service/center manager
25	Letter from the Administrator + watch or ring engraved with CSL logo (valued at approximately \$ 300)	<ul style="list-style-type: none"> ▪ Recognition committee and school principal or service/center manager

Retirement			
Years	Gift	Celebration	Responsibility
10 and more	Valued at \$10/year of service	Message from the Administrator Base amount of \$ 300/celebrated retiree and \$ 30/current CSL employee attending the celebration	<ul style="list-style-type: none"> ▪ Administrator and recognition committee ▪ Service or center manager

Note

For anniversaries of service and retirement, only one gift will be given and only one reception will be paid by the School Board on each occasion, regardless of the number of establishments where the employee works or has worked.

Under no circumstances may gifts be replaced by amounts of money of equal value. Gift cards and vouchers are accepted (except for the 25-year anniversary of service).

Death		
Death	Contribution	Responsibility
Employee	Message of sympathy to the family + \$150 donation to an organization chosen by the family	<ul style="list-style-type: none"> ▪ Administrator ▪ Director of Human Resources Service
Spouse Child Father/Mother Brother/Sister	Message of sympathy to the family + \$75 donation to an organization chosen by the family.	<ul style="list-style-type: none"> ▪ Administrator ▪ Director of Human Resources Service

Employees can and are encouraged to contribute voluntarily for any occasion.