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<b>IDENTIFICATION CODE</b>	POL16-002
<b>AUTHORIZATION REQUIRED</b>	General Administration
<b>RESPONSIBLE FOR FOLLOW-UP</b>	General Administration

#### ROADMAP

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# Table of contents

1. FUNDAMENTALS.....	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. FUNDAMENTALS :**

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

In that capacity, the school service centre is in favour of certain gestures of appreciation towards them and encourages the organization of certain social gatherings.

## **2. GENERAL OBJECTIVES:**

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

Through this policy, the school service centre aims to:

- 2.1 Develop and maintain a sense of pride and belonging to the school service centre;
- 2.2 Recognize the contribution of its staff members;
- 2.3 Make a significant contribution during special events involving employees;
- 2.4 Promote work life quality.

## **3. SPECIFIC OBJECTIVES:**

The school service centre wishes to recognize the significant contribution of employees through gestures and actions that will highlight:

- 3.1 Each employee's work anniversary as described in Appendix I;
- 3.2 Staff appreciation weeks for teachers, professionals, support and supervisory staff; in a suitable manner;
- 3.3 The retirement of staff members in accordance with Appendix I.

## **4. ROLES AND RESPONSIBILITIES:**

Each year, the school service centre's general administration sets up a recognition and valorization committee, whose mandate is to:

- Initiate concrete actions to encourage recognition and appreciation;
- Highlight, in a suitable manner, staff appreciation weeks for teachers, professionals, support and supervisory staff.

## 5. EVENT :

### 5.1 Work anniversary

The Human Resources Service is responsible for recognizing the employees' work anniversaries in accordance with the terms of Appendix I.

Years of service are counted, and the list is updated annually on the 30<sup>th</sup> of June as follows:

- Teaching staff: according to the years of service list for part-time and full-time employees;
- Support staff: according to the years of service list for regular employees;
- Professional staff: according to the years of service list for regular employees;
- Management staff: according to the years of service list.

### 5.2 Retirement

The general administration, the establishment or service manager must highlight the retirement of their employees in accordance with the terms in Appendix I.

### 5.3 Deaths

It is the responsibility of the immediate supervisor to communicate information to their staff concerning the death of an employee or a family member. They should also inform, by email, the general administration ([dg@cssdulittoral.gouv.qc.ca](mailto:dg@cssdulittoral.gouv.qc.ca)) and the Human Resources Service ([srh@cssdulittoral.gouv.qc.ca](mailto:srh@cssdulittoral.gouv.qc.ca)).

The Human Resources Service is in charge of contacting the employee or the employee's family, to transmit expressions of sympathy in accordance with the terms and conditions of Appendix I.

### 5.4 Social Committee

The creation of a social committee and its membership are voluntary and not mandatory. It is a local initiative whose goal is to maintain a team spirit among staff members. The activities of these committees are to be financed from the voluntary contributions of its members. Each committee is independent from the other.

### 5.5 Special events

The employees of each establishment support each other when a fortunate or unfortunate event occurs in the private life of one of their colleagues and their family. They extend their best wishes in accordance with the event (marriage, birth, adoption, birthday, etc.).

## 6. CONTINUOUS SERVICE :

Continuous service is the period during which the employee has worked for the Centre de services scolaire du Littoral. An employee acquires a year of active service when their salary has been maintained since their last hiring. Continuous service also means a continuous period of employment without interruption due to a resignation or a dismissal. All unpaid leaves of absence duly authorized (by the school service centre) are considered periods of service.

## 7. EFFECTIVE DATE :

This policy comes into effect on July 1, 2024.

## APPENDIX I

In October, a list of work anniversaries to be celebrated during the year will be e-mailed to everyone.

<b>Work Anniversary</b> <i>(years of continuous service)</i>	
Years	Contribution
5	Certificate of congratulations
10	Certificate of congratulations + \$30 gift card
15	Certificate of congratulations + \$75 gift card
20	Certificate of congratulations + \$150 gift card
25	Certificate of congratulations + Watch or ring (\$300 value)
30	Certificate of congratulations + \$350 gift card
35	Certificate of congratulations + Work of art by a Lower North Shore artist (maximum value of \$400.00)
40	Certificate of congratulations + \$350 gift card

<b>Retirement</b>		
Years	Gift	Reception
7 and +	Value of \$10 per year of service	Message from the General Administration A maximum amount of \$300 per retiree celebrated and a maximum of \$35 per active CSSL employee present at reception. A Payment Request must be made including the receipts for all expenses.

**Note :**

For work anniversaries, only one gift will be given by the Centre de services scolaire du Littoral on each occasion, regardless of the number of establishments where the employee works or has worked.

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

For retirement, only one gift will be given, and only one reception will be paid by the Centre de services scolaire du Littoral, regardless of the number of establishments where the employee works or has worked.

<b>Deaths</b>	
Deaths	Contribution
Employee	Message of sympathy from the CSSL sent to the family + \$150 donation to a charity chosen by the family.
Spouse Child Mother/Father Sister/Brother	Message of sympathy from the CSSL sent to the family + \$75 donation to a charity chosen by the family.

**Employees can and are encouraged to make voluntary contributions at any time.**