

ADMINISTRATIVE PROCEDURE 525 EMPLOYEE RECOGNITION

On an annual basis, the Board will formally honour regular employees of the school district who have provided continuous long service to the students of the district.

Long Service Recognition

The Board will host an annual reception for all employees including teachers, support staff, principals and vice principals, managers and executive members who have attained 20 continuous years of service in the Chilliwack School District.

The Superintendent, in consultation with the Board, shall be responsible for planning the long service reception.

The long service reception will be conducted as a social event and will include refreshments. Long service employees will be invited to bring a guest to the event and their Principal or Manager may be invited to attend on their behalf.

Long service employees will be provided with a choice of gift valued at no greater than \$200.00.

Retirement Recognition

In June of each year, the Board will host a reception for all retiring regular employees including teachers, support staff, principals and vice principals, managers and executive members who have a minimum of 10 years of service in the Chilliwack School District and who are applying to receive the benefits of a pension plan.

The Superintendent, in consultation with the Board, shall be responsible for planning the retirement reception.

The retirement reception will be conducted as a social event and will include refreshments. Retiring employees will be invited to bring a guest to the event and their Principal or Manager may be invited to attend on their behalf. The retirement reception will be located at a different venue than the long service reception.

Retiring employees will be provided with a choice of gift valued at no greater than \$300.

Ongoing Site-Based Recognition

Principals, Vice Principals, Managers, Executive Staff and Trustees are encouraged to regularly acknowledge the contribution of all staff through informal recognition and conversation. Supervisory staff will be provided with strategies to promote recognition and acknowledgement.