

ADMINISTRATIVE PROCEDURE 525 EMPLOYEE RECOGNITION

The Board will host an annual reception for all employees including teachers, support staff, principals and vice principals, managers and executive members who are being recognized for the following achievements:

- **Long Service Recognition** – All employees who have attained 20 years of service in the Chilliwack School District. Long service employees will be provided with a gift valued at no greater than \$200.
- **Retirement Recognition** - 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. Retiring employees will be provided with a gift valued at no greater than \$250.

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

The reception will be conducted as a social event and will include refreshments. Employees will be invited to bring a guest to the event and their Principal or Manager will also be invited to attend.

Ongoing Site-Based Recognition

Principals, Vice Principals, Managers, Executive Staff and Trustees are encouraged to regularly acknowledge the contribution of employees through informal recognition and conversation.