



File GBP

EMPLOYEE SERVICE RECOGNITION AND EXCELLENCE AWARD

The Board of Trustees of the Portage la Prairie School Division believes that dedicated and experienced employees are important in meeting the objectives of the Division. The Administration, Personnel, and Public Relations Committee of the Board will therefore annually determine an appropriate forum to officially recognize the services of long term and retiring employees. A list of those eligible for recognition will be circulated well in advance of the event, to ensure accuracy and completeness.

Employee Recognition Guidelines

Resignations - An employee leaving the Division shall receive an appropriate letter of appreciation for service to the Division.

Long Term Employees - An employee leaving the Division having had ten years or more of service shall be recognized as follows:

- a) 10 to 14 years - Division pin and appropriate gift
- b) 15 to 24 years - dinner and appropriate gift
- c) 25 years and over - dinner and appropriate gift

Years of service shall be defined as total years of employment with the Portage la Prairie School Division. An authorized leave of absence shall not be included in the calculation of the total years of service.

The dinner shall be held annually in June with the following persons and their spouses/escorts invited as guest of the School Division:

- employees being recognized
- Trustees and Senior Administrative staff
- supervisory staff of employees
- Principal and Vice-Principal of employees
- other employees, or previous employees, as determined by the organizing committee

The Board authorizes the Senior Administrative staff to select, purchase and prepare the gifts for presentation.



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Excellence Award

This award is instituted by the Division as one way to acknowledge the many special contributions made by employees or volunteers to the success of the Division. The essential criteria for the award is that the recipient carries out his/her responsibilities in a manner that reflects the Division's slogan; "Dedicated to the Pursuit of Excellence." The demonstration of excellence may be by way of a single meritorious act worthy of recognition or a collection of activities which are perceived by colleagues as examples of unique dedication and commitment to the Division's mandate. Typically the recipients carry out their responsibilities without the expectation of recognition.

Nominations for the "Excellence Award" must come from the employees or Trustees of the Division and in the case of employees, be supported by the nominee's supervisor. The nominations will be directed to the Administration and Public Relations Committee of the Board along with supporting documentation upon which it is able to base a decision to make the award.

Generally, the award will be made on no more than two occasions per year.

Upon acceptance of a nomination, the Administration and Public Relations Committee will recommend the nominee to the full Board of Trustees. If approved, the Board of Trustees will present a Portage la Prairie School Division pin to that staff member as a token of appreciation for his/her contribution to the Division.

The presentation of the Division pin will be complemented in a more tangible fashion by a gift certificate for dinner for two, a framed certificate of appreciation, and their name engraved on the School Division plaque for Excellence.

Principals and supervisors are urged to keep the Superintendent's Department informed of situations that may be worthy of such an award.

There may be circumstances not covered above, or exceptional situations where the Administration, Personnel, and Public Relations Committee of the Board may wish to waive or alter certain requirements as outlined, for the recognition of certain employees.