

TITLE: EMPLOYEE RECOGNITION

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1.0 OBJECTIVE

To provide a procedure for managing and coordinating the Ottawa-Carleton District School Board's Employee Recognition Program.

2.0 DEFINITIONS

In this procedure,

Board refers to the Board of Trustees.

District refers to the Ottawa-Carleton District School Board.

Service refers to an employee's period of continuous employment with the District from the effective date of hire into a permanent position. Periods spent on approved leaves of absence will be included for purposes of this procedure.

3.0 RESPONSIBILITY

- 3.1 The Superintendent of Human Resources, or designate, will be responsible for:
- a) identifying employees who reach service milestones identified in this procedure;
 - b) preparing and distributing appropriate expressions of appreciation for long-service employees to their respective schools/departments;
 - c) supporting and promoting the annual recognition awards program in consultations with the appropriate staff in the Director of Education's office and Communications; and
 - d) identifying retiring employees to the Retirement Committee for inclusion in the annual retirement celebration.
- 3.2 Principals and Managers will be responsible for:
- a) ensuring that long service employees, as identified by the Superintendent of Human Resources, are recognized and acknowledged, including presentation of a certificate or similar expression of appreciation.

4.0 PROCEDURES

Long Service

- 4.1 The Superintendent of Human Resources will twice yearly identify those staff members who will have 10, 20, 25, 30 and 35 years of service with the District (and its predecessor boards) by the end of the following February or August, respectively.
- 4.2 As an expression of appreciation, employees identified in paragraph 4.1 will be recognized by their respective principal or manager within the school/department and presented with a certificate or similar expression of appreciation, to be provided from Human Resources, for their service.

Retirement Tribute

- 4.3 Retiring employees will be identified by Human Resources through their formal letter of retirement to the District.
- 4.4 All retiring employees who have a minimum of five years of service from their most recent date of hire will be invited to a Board-sponsored retirement reception.
- 4.5 The reception will be held annually with the details formalized by the Director in consultation with the Chair of the Board.
- 4.6 In recognition of their years of service, each employee will receive a gift of appreciation of nominal value that has been chosen by the Superintendent of Human Resources, or designate, for this purpose.

Recognition Awards Program

- 4.7 The Director, or designate, will send requests for nominations for awards in accordance with the chart attached as Attachment A. Each nomination form must be signed by three nominators and the Supervisor of the nominee (see Attachment B).
- 4.8 The deadline for submission of nomination forms is two months prior to the presentation date as outlined in Attachment A.
- 4.9 The award recipients will be selected by the Director or responsibility centres as outlined in Attachment A. Each selection committee will establish a rubric to assist in decision making as well as using criteria as outlined in Attachment A.
- 4.10 The Director of Education will choose up to 12 recipients per year for the Director's Citation Awards.
- 4.11 Recipients of all awards will be publicly acknowledged at a suitable Board meeting, or at a staff presentation arranged for this purpose.
- 4.12 The Communications Department will publicly acknowledge the recipients of all awards.

Celebration Process

4.13 Invitations to the events honouring retirees, and award recipients will be extended to all current Board members, all current members of the Director's Executive Council, and a representative from each of the appropriate unions or associations.

5.0 APPENDICES

Attachment A: OCDSB Employee Recognition Plan
Attachment B: Nomination Form

6.0 REFERENCE DOCUMENTS

Board Policy P.099.HR: Employee Recognition Plan

EMPLOYEE RECOGNITION AWARDS**1. LONG SERVICE**

AWARD	DESCRIPTION	CRITERIA	NOMINATED BY	PRESENTATION
10 YEAR SERVICE CERTIFICATE	Framed Ottawa-Carleton District School Board presentation certificate.	Ten years of service.	Superintendent of Human Resources	On site by immediate supervisor during a staff meeting or similar gathering
20 YEAR SERVICE PIN	Lapel Pin or similar memento.	Twenty years of service.	Superintendent of Human Resources	On site by immediate supervisor during a staff meeting or similar gathering
25, 30 AND 35 YEARS SERVICE	OCDSB memento selected by the Director.	Twenty-five, thirty and thirty-five years of service.	Superintendent of Human Resources	On site by immediate supervisor during a staff meeting or similar gathering

2. RETIREMENT TRIBUTE

AWARD	DESCRIPTION	CRITERIA	NOMINATED BY	PRESENTATION
RETIREMENT RECOGNITION	Invitation to the Annual Retirement Reception. Memento for each employee in recognition of the years of service shall be chosen by the Director.	Retirement after a minimum of five years of service from their most recent date of hire.	Superintendent of Human Resources	Chairman and Director or designate

3. RECOGNITION AWARDS

AWARD	DESCRIPTION	CRITERIA	NOMINATED BY	SELECTED BY	PRESENTATION
DIRECTOR'S CITATION AWARD	Plaque	Outstanding and significant contribution of an OCDSB staff member to the Board and its students, over an extended period of time, showing a level of imagination, enthusiasm and professionalism that constitutes a worthy model for others.	Trustees, Director's Executive Council, Principals and Managers	Director	Staff Presentation in May
TECHNOLOGY EXCELLENCE AWARD	Plaque	Outstanding commitment of an OCDSB staff member to the planning and implementation of a technology initiative.	Business & Learning Technologies Advisory Committee	Business & Learning Technologies Advisory Committee	Staff Presentation in May
COACHING AWARD OF EXCELLENCE	Plaque	Superior commitment and dedication of an OCDSB staff member to the advancement of the athletic ability of our students.	Athletic Association Committee	Athletic Association Committee	Coaching Banquet in June
INNOVATION AWARD	Plaque	Noteworthy contribution of an OCDSB staff member to the development of innovative concepts, suggestions, actions or process improvements that result in immediate and significant ongoing benefit to the Board.	Director's Executive Council	Director's Executive Council	Staff Presentation in May

AWARD	DESCRIPTION	CRITERIA	NOMINATED BY	SELECTED BY	PRESENTATION
MENTORING AWARD	Plaque	Outstanding contribution and support of an OCDSB staff member provided to the Mentoring program that has resulted in having a significant impact in the development of a beginning employee.	Principals, Managers, Supervisors, Director's Executive Council	Director's Executive Council	Staff Presentation in May
MARJORIE LOUGHREY LIFETIME ARTS ACHIEVEMENT AWARD	Plaque	Continual and distinguished excellence in arts education of an OCDSB staff member over several years.	Principals, School Councils	Arts Advisory Committee	Board meeting in October
RONALD K. LYNCH MEMORIAL AWARD	Plaque	Outstanding and significant contribution reflecting either a sustained compassionate and dedicated commitment by an OCDSB employee to the success of students with special education needs or a specific singular contribution of demonstrated benefit to students with special education needs.	Trustees, Superintendents, Principals, Managers and Special Education teachers	Director of Education	Staff Presentation in May
ARTS STAFF AWARD	Framed Certificate	For innovative programming in the arts by an OCDSB staff member during the current year. Impact has to be measurable with the student body of an OCDSB school.	Principals, School Councils	Arts Advisory Committee	Board meeting in October

AWARD	DESCRIPTION	CRITERIA	NOMINATED BY	SELECTED BY	PRESENTATION
SPECIAL EVENT ARTS AWARD	Framed Certificate	For an exceptional event, exhibition or arts package that occurred or was created by an OCDSB staff member during the current year.	Principals, School Councils	Arts Advisory Committee	Board meeting in October
Excellence in Equity Award	Plaque	Outstanding and significant contribution by an OCDSB staff member to serving the District and its students by aligning and integrating equitable and inclusive education principles and practices that value and leverage the diversity of our students and communities in their daily work.	Trustees, Director's Executive Council Principals Managers Inclusive Safe and Caring Team	Director's Executive Council	Staff Presentation in May
Health & Safety Award	Plaque	Outstanding and significant contribution by an OCDSB staff member over an extended period of time, or a specific singular contribution of significant impact or benefit, to health and safety.	Trustees, Director's Executive Council Principals Managers JOHSC	Director's Executive Council	Staff Presentation in May



**EMPLOYEE RECOGNITION AWARDS
NOMINATION FORM**

SECTION 1

Nominee: _____ Position: _____

Award: _____

Work Location: _____

Nominator: _____ Signature: _____
(please print)

Signatures: We support the nomination of this candidate for the above award:

(1) _____
Name (please print) _____

(2) _____
Name (please print) _____

(3) _____
Name (please print) _____

SECTION 2

Why does the nominee deserve an Award? What specific performance has the nominee demonstrated with respect to an action, achievement, suggestion or innovation that has resulted in an outstanding contribution to the Board?

SECTION 3

I concur that this nomination meets Ottawa-Carleton District School Board's criteria for this Award.

Supervisor of Nominee: _____ (please print)

Position: _____

Date: _____

Signature: _____