



COMMISSION SCOLAIRE CENTRAL QUÉBEC
CENTRAL QUÉBEC SCHOOL BOARD

EMPLOYEE RECOGNITION POLICY
(Adopted June 13, 2014)

Authority: Director General

Note: The masculine gender is used throughout this document for the sake of conciseness and is meant to be inclusive of both genders.

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1. Policy Statement

In line with its mission, vision, strategic orientations and organizational culture, the Central Québec School Board (CQSB) is committed to creating a work environment where employees feel appreciated and recognized for their individual and collective contributions and/or accomplishments toward the success of our students and for providing quality services to various stakeholders.

2. Policy Objectives

- a) To raise awareness of the value of recognizing employees;
- b) To provide guidelines for formal recognition programs and activities as well as ideas for informal recognition;
- c) To ensure everyone has an accountability component in regard to the application of this policy;
- d) To determine a CQSB yearly budget to ensure formal recognition programs can be implemented;
- e) To ask each school and center to reserve a certain amount of money in their yearly school budget for recognition activities.

3. Scope

This policy applies to all CQSB employees who give their time, energy and talents to support directly or indirectly the success of our students and whose years of continuous services comply with the definition stipulated in this policy.

4. Definitions

a) Employee Recognition

Employee recognition is the timely, formal or informal acknowledgement of a person or team's behavior, efforts or results that support the organization's values, goals and objectives in the achievement of its mission – the success of all students.

b) Formal Recognition Programs

Structured, scheduled activities or events organized by the Board and/or its establishments to recognize employee contributions, such as:

- i) Service Anniversary Milestones (Ex. 5 to 25 + years of continuous service)
- ii) Employee Recognition Weeks
 - Words of Appreciation publicized on our Web Site
 - Special recognition events or activities
- iii) Social Committees "special activities"
- iv) Recognition of Volunteers
- v) Other possibilities.

c) Informal Recognition

Acknowledgement of day-to-day efforts and accomplishments in the workplace through genuine gestures of appreciation, such as:

- i) Peer-to-peer recognition - actively encouraging employees to notice and appreciate the behaviors and accomplishments of their colleagues;
- ii) Thank-you card (e-model or other paper format) for a specific employee or team's effort, accomplishment, contributions, etc.;
- iii) On the spot "recognition luncheon, munchies" (individual or team effort);
- iv) "Speak and thank you time" for a specific or special contribution;
- v) Other possibilities.

d) Continuous Service

Continuous period of employment from date of last hire, uninterrupted by resignations or dismissal. All unpaid and duly authorized (by the Board) leaves of absence will be counted as periods of service. Years of continuous service will correspond to years identified by CARRA and will be confirmed by Human Resources.

5. Guidelines for different recognition activities

a) Service Anniversary Milestones: 25 years of service, retirement, voluntary resignation

- Retirement or voluntary resignation: employees between 5 to 30 years or more of continuous service will be recognized as follows:

5 to 14 years	Gift of a value of \$10. 00 per year of continuous service
15 to 25 years	Gift of a value of \$150.00 + \$10.00 per additional year of continuous service, up to a maximum of \$250.00
25 years +	Gift of a value of \$250.00 + \$10.00 per additional year of continuous service up to a maximum of \$300.00

- 25 years of continuous service:

25 years	Gift of a value of \$250.00 for the purchase of a gift
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Conditions applicable- Service Anniversary Milestones:

- The employee is responsible to choose a gift of his own choosing;
- The employee is responsible to submit receipts to Human Resources for reimbursement up to the entitled amount.
- A thank you/congratulatory letter from the Chairman of the Council of Commissioners will be transmitted to all staff members who have attained 25 years of continuous service.

- At the discretion of the Administration and, with the agreement of the employee, each service, school or center will be responsible for organizing a “recognition gathering”. The cost of the social gathering will be self-financed.
- Upon retirement, a letter signed by both the Chairman of the Council of Commissioners and the Director General will be sent to the retiree.

N.B. No amount of money will be given in lieu of the value of a gift.

b) Central Québec School Board Employee Recognition Weeks

- The School Board will reserve an amount of money in their annual budget to provide some special form or token of appreciation to all CQSB employees during the various CQSB Recognition Weeks. As an exceptional measure, an amount of money could be transferred to the school budget.
- The targeted recognition weeks will be determined by the School Board, taking into account other provincial related activities, such as the Provincial Teachers’ Appreciation Week.
- On behalf of the Council of Commissioners and the Administrative Council, a special message of appreciation will be publicized on the board’s web site.
- The School Board will transmit to each school and center a special token of the Board’s appreciation for each one’s contributions toward student success.
- Each establishment will be responsible to organize complementary events or activities during the Board’s Appreciation Weeks to respond to their own needs or specific situations.
- Each establishment will be responsible for any costs incurred to organize events or activities during the targeted appreciation weeks.

c) Social Committees (Board Office, Schools, Centre)

This is not mandatory and it must be created or sustained as a volunteer basis. It is a local initiative for the purpose of maintaining a sense of community within staff members. The key responsibilities should be to:

- Plan and host different events throughout the school year, such as a Christmas Party, a Christmas Food Bank, St-Patrick’s Day, Valentine’s Day, a Summertime Barbeque, a Lunch Time Special Luncheon, Birthday Get-Togethers, etc.;
- Advertise the events for which they are responsible;
- Ensure events that are organized are within budget and self-financed.

d) Volunteers in our Schools and Centre

Each establishment will determine a formal or informal form of recognition to thank volunteers and express the Board’s gratitude in a way that acknowledges their contributions in a meaningful and credible manner.

Each activity or event will be self-financed.

6. Roles and Responsibilities

- *The Council of Commissioners* is responsible for adopting the policy and ensuring its compliance.
- *The Director General* has the overall responsibility for ensuring that the Recognition Policy is communicated and applied consistently throughout the board. The Director General will provide a yearly report to the Council of Commissioners on related activities taken by the board, schools and center.
- *Each Director of Service, School and Centre Principal* is responsible for providing information on the policy to their staff as well as implement recognition initiatives or activities as stipulated in the policy.
- *The Director of Human Resources* is responsible for providing information in relation to the application of the Recognition Policy as well as ensuring the consistent application of the policy guidelines. The Director of Human Resources will report any significant concerns to the Director General about the application of this policy.
- *Each employee* has a key role to play, namely by being respectful and supportive to one another and by recognizing their own contributions as well as those of other colleagues as well as team efforts and successes.

7. Additional Stipulations

Employees whose employment has been terminated by the School Board will not be eligible.

8. Evaluation

- The Recognition Policy will be evaluated, at least every 3 years, through a survey to all staff and as part of the Workplace Wellness Survey.
- The purpose of the evaluation is to determine if the application of this policy is effective and contributing to a *supportive work environment and wellness in the workplace*.