

Personnel And Employee Relations

Administrative Procedure #315 Employee Recognition

1. Service awards will be presented to employees at the completion of each five (5) year period of employment. Awards will be presented at a school assembly held in June, at the June regular meeting of the Board of Directors, or at another event of the Board's choosing.
2. Short term leaves such as sick leave, paternity leave, personal days, jury duty, and bereavement leave will be considered service for purposes of these procedures.
3. The following long-term leaves of absence will be considered service for purposes of these procedures:
 - a. Maternity leave of absence
 - b. Adoption leave of absence
 - c. Parental leave of absence
 - d. General leave of absence
 - e. Secondment
4. Extraordinary performance of an employee will be recognized with a Certificate of Recognition, to be presented at a Board meeting. Parameters of eligibility including the following:
 - a. An employee who makes an extraordinary contribution to the school.
 - b. An employee who attains an outstanding and unique achievement or develops a notable advancement in the field of education.
 - c. Employees who retire or resign after ten or more years of accumulated service to the Thrive Charter School Society will be honoured with the presentation of a gift. Such gifts shall have an approximate value of \$10.00 per year of service to the Thrive Charter School Society.
5. Other forms of employee recognition are at the sole discretion of the employer.