

### 403.1AP – Employee Recognition

#### **Purpose**

The Board of Education of School District 68 (Nanaimo-Ladysmith) has recognized employee wellness as a goal of the Strategic Plan. The Board recognizes that an important part of employee wellness is actively working to ensure our district builds and maintains a positive and inclusive employee culture. Recognizing employees for their commitment to the district plays an important role in an employee's sense of belonging and purpose.

This AP establishes an employee recognition framework, per Board Policy 403, Recognition by the Board.

#### **Procedure**

Employees will be recognized for completion of the following years of service: 5 years, 10 years, 20 years, 25 years, 30 years, 35 years, and retirement.

Recognition for years 5 and 10 will be at the local level (school, department, etc.).

Recognition for years: 20, 25, 30, 35, and retirement will be at the district level.

All employees who have reached the above noted milestones will receive a certificate recognizing their length of service in the district. Employees being recognized will also receive a gift of nominal value.

A district recognition and retirement gathering will be held annually and will include those being recognized for 20+ years of service, and retirement.

Years of service will be calculated from June 30 of the year the employee starts employment.

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