

ADMINISTRATIVE PROCEDURE

Personnel and Employee Relations

Employee Recognition Plan

PER #14

Revised: March 2022

Background

The Board's Policy on [Compensation and Benefits for Non-teaching Staff](#) states "the Superintendent shall establish, for each school year, remuneration, terms and conditions of employment, and benefits for staff not covered by a collective agreement." Programs that formally recognize staff members for their contributions are an important part of any comprehensive benefit program. Given that Christ The Redeemer (CTR) Catholic School Division is committed to providing appropriate recognition to employees for their contributions to the success of our students the following shall outline the CTR Catholic's employee recognition plan.

Recognition may come from various sources and may be demonstrated in different ways. Consideration must be given to providing both informal and formal recognition.

Procedures

1. Informal Recognition

It is important that all employees understand that their efforts are appreciated. Informal acknowledgements may include verbal or written compliments from supervisors recognizing efforts and accomplishments. For school-based staff, this type of recognition shall most frequently be provided by school administrators. Efforts should also be made by CTR Catholic administrators to acknowledge individuals for their contributions to the education of our students.

2. Formal Recognition

Employees may be formally recognized in the following ways:

2.1. Provincial Awards

2.1.1. Edwin Parr

2.2. Division Awards

2.2.1. "Christian Witness" Award

2.2.2. "Excellence in Teaching" Award

2.2.3. "Above and Beyond" Award

2.2.4. "The Power of One" Award

2.2.5. Division Service Recognition

2.2.6. Retiring Employee Recognition

2.2.7. "St. John the Apostle" Honorary Life Membership Award

Award Procedures

1. Edwin Parr – As part of provincial recognition of first year teachers, each school may nominate up to two (2) teachers as that school's candidate(s) to represent the Division at the Zone 5 Edwin Parr Awards. A committee shall be appointed to select the CTR Catholic's Edwin Parr winner. All nominees shall be invited to a banquet in the spring at which time the CTR Catholic winner shall be announced.
2. Christian Witness Award – Each school and the CTR Catholic Division office may nominate one (1) employee – teacher, administrator, or support staff – for recognition based upon the faith leadership exhibited by that individual. Those employees shall be recognized as part of the Faith Days Agenda.
3. Excellence in Teaching Award - Each school may nominate one (1) teacher who deserves to be recognized as an outstanding teacher. Criteria should focus on the teacher's ability to help all students to achieve to their maximum potential. Nominated teachers shall be recognized at a banquet hosted by CTR Catholic.
4. Above and Beyond Award – Each school may nominate a teacher who goes beyond the call of duty in making a contribution to the life of the school community. This teacher shall be recognized at a banquet hosted by CTR Catholic.
5. The Power of One Award – Each school may nominate a support staff member who deserves to be recognized for providing outstanding support to the school community. Those employees shall be recognized at a banquet hosted by CTR Catholic.
6. Division Service Awards - Employees who have served five (5) years with CTR Catholic should receive a Long Service Award presented at a school or office function. There shall be similar recognition for each additional five (5) years of service.
7. Retiring Employees – Employees retiring from CTR Catholic should be honored either at a school or CTR Catholic function. CTR Catholic should be informed of the retirement of any employee. Further details are provided in Administrative Procedures PER #30, Division Office Retirement Protocols, and PER #31, School Based Retirement Protocols.
8. St. John the Apostle Honorary Life Membership Award – A retired employee who, throughout their career, their work was characterized by excellence resulting in significant, lasting, and inspirational contributions to the life of the Division. The employee shall be recognized as part of the Faith Days Agenda.

A committee of Division and school-based administrators shall establish criteria and timelines for nominations for the Christian Witness, Excellence in Teaching and Division Service Awards.