

EDMONTON PUBLIC SCHOOLS

January 17, 2006

TO: Board of Trustees

FROM: Trustee B. Esslinger, Policy and Planning Subcommittee  
Trustee D. Fleming, Policy and Planning Subcommittee  
Trustee K. Gibson, Policy and Planning Subcommittee

SUBJECT: Recognition of Service

ORIGINATOR: Edgar Schmidt, Acting Superintendent of Schools

RESOURCE  
STAFF: Elli Culligan, John Edey, Les McElwain, Leah Milton

RECOMMENDATION

That Revised Board Policy GLB.BP (Appendix I) adding recognition for staff with thirty-five (35) years of service, and recognition at five year intervals thereafter, be approved.

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**BACKGROUND**

In the 2003-2004 school year, questions were raised by long-serving employees regarding why they were not formally recognized for providing service to the Edmonton Public School Board for 35 years. There were 121 employees with over 30 years of service during the 2003-2004 school year and 49 employees who reached the 35 years of service milestone. In this context, trustees requested that the administration revisit the Board Policy related to recognition of service and provide a recommendation report. Staff in Personnel Support Services reviewed the district's existing policy, contacted a number of other organizations (Appendix II) as a basis of comparison to explore alternatives to our current policy for recognition of service, and presented a number of possibilities for the Planning and Policy Subcommittee's consideration.

While giving consideration to possible changes to the policy, the subcommittee realized that the district shows that it values staff members in several ways, and that the staff recognition program is only one method. Other effective methods include the collaborative approach to decision-making and the provision of opportunities for professional development. The subcommittee also considered fiscal responsibility before making the following recommendations:

- Continue with the existing recognition program for employees with one (1), five (5), ten (10), fifteen (15), twenty-five (25) and thirty (30) years of service to the district, with some minor wording changes.

*Rationale:* This program has been well established and little feedback, positive or negative has been received. Subcommittee members thought there was little need to change this part of the recognition program.

- Include recognition for employees with thirty-five (35) years of service, and at five year intervals thereafter, at the annual reception honouring long-service employees with twenty-five (25) and thirty (30) years of service.

*Rationale:*

This recommendation provides recognition of employees for reaching the thirty-five (35) year milestone, and every five year milestone thereafter, and responds to the feedback that has been received.

- Continue present practice of a yearly retirement function for employees. Board representatives would attend the function and present a gift.

*Rationale:*

This recommendation includes recognition of retiring employees by the employer and the staff group.

Subsequent to approval of the above recommendations by Conference on June 21, 2005, the administration was asked to seek input from the various staff groups. The staff groups have recommended that staff also be recognized for service beyond thirty-five (35) years in five year increments (40 years, 45 years, etc). It is recommended that this additional service be added to the amended policy.

/JLE:mel

APPENDIX I - Proposed Policy Change (Pages 4-5)  
 APPENDIX II - Recognition Programs from Other Organizations (Pages 6-7)

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**Edmonton Public Schools  
Board Policies and Regulations**

CODE: GLB.BP  
TOPIC: Recognition of Employees

EFFECTIVE DATE: See Items  
ISSUE DATE:  
REVIEW DATE:

Recognition of Service

The following is the Board's policy for recognition of service to Edmonton Public Schools' employees:

1. An employee having completed one (1) year of service with the Board will be presented with a pewter pin with Edmonton Public Schools' logo by that employee's supervisor.
2. An employee having completed five (5) years of service with the Board will receive a letter of recognition from the Superintendent of Schools.
3. An employee having completed ten (10) years of service with the Board will receive a letter signed by the Board Chairman recognizing the service.
4. An employee having completed fifteen (15) years of service will receive a sterling silver pin with Edmonton Public Schools' logo presented by the ~~Associate~~ Superintendent at an appropriate function.
5. An employee having completed twenty-five (25) years of service with the Board will be presented with a memento ~~book~~ **gift** by the Board Chairman at the annual reception honouring long-service employees.
6. An employee having completed thirty (30) years of service with the Board will be presented with a gold pin with Edmonton Public Schools' logo by the Board Chairman at the annual reception honouring long-service employees.
7. **An employee having completed thirty-five (35) years of service with the Board, will be presented with a memento gift by the Board Chairman at the annual reception honouring long-service employees.**
8. **At intervals of every five years of service with the Board over thirty-five (35) years, an employee will be presented with a memento gift by the Board Chairman at the annual reception honouring long-service employees.**
9. An employee **who has given notice of retirement** ~~up for retirement~~, will be presented with a ~~memento-book~~ **an appropriate gift.**

DATE: ~~February 12, 1980, May 28, 1985~~ January 17, 2006

Annual Retirement Banquet

The Board will host an annual retirement banquet to honour those employees who have retired

during the previous year.

DATE: ~~February 18, 1976~~ January 17, 2006 January 17, 2006

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Reference(s):

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**RECOGNITION PROGRAMS FROM OTHER ORGANIZATIONS**

ORGANIZATION	DESCRIPTION OF RECOGNITION PROGRAMS
Edmonton Catholic	<p>Staff with 15, 25, 35 years are recognized at a stand-up reception and cash bar.</p> <p>Staff choose own gift from a brochure and trustees present gifts at the reception. Board logo is on each gift.</p> <p>Retirement: each union or staff group has its own function. Gift is a watch valued at approx \$150 for employees retiring with 10 years of service or more. The gift is presented to retirees at their respective retirement function.</p>
Calgary Public	<p>25 years of service – accumulated total. Employee selects own gift valued at approx \$350. Each school or location has their own recognition event at which presentation is made. (examples: jewelry and limited edition prints.)</p> <p>15 years of Continuous Service: for non-teaching staff ONLY. Must be continuous service and will only include paid sick leave. Cash award of \$300 by auto deposit, separate from payroll, typically early December, plus a letter advising the recognition and award.</p> <p>Retirement: Teacher retirement is cost-shared between board and ATA local who organizes the event.</p> <p>Non-Teaching staff: dinner for retiree and guest. Retirees with less than 20 years of service get a clock valued at approximately \$70. Retirees with more than 20 years of service select a time piece (wrist watch, pocket watch, pendant watch valued at approx \$180). Trustees and senior administrators in attendance. Retiree is presented with a bouquet by a trustee and with their gift from the superintendent. Trustees and administrators are hosts at each table and the board pays dinner ticket only for those who are listed on the program. (30 people honored last year) Retirees wishing to bring additional guests pay the \$35/plate and sometimes book a table.</p>
Calgary Separate	<p>25 years only recognized. Employee and one guest invited to a banquet and program. Employee selects their own gift valued at \$200-\$300, which is presented by the trustees.</p> <p>Retirement: similar to long service. Retiree provided with 4 tickets. Retiree selects their gift valued at \$400-\$500.</p>

**RECOGNITION PROGRAMS FROM OTHER ORGANIZATIONS, continued**

Elk Island	<p>Staff with 10, 15, 20, 25, 30, 35, 40 years of service are recognized.</p> <p>Staff with 10 – 35 years of service receive a certificate and pin with specific designation.</p> <p>Staff with 25 years and longer are invited, with a guest, to a Board hosted dinner at a restaurant.</p> <p>Staff with 40 years of service receive a suitable gift selected in consultation with their family. Presentation is at a combined stand up reception for all recipients held right after school.</p> <p>Retirement: board hosted dinner for retiree and guest. Gift is a framed print by local artist.</p>
Red Deer	<p>Starting at 10 years and every 5 years thereafter, staff are presented with a lapel pin – with a crest unique to each designation. Dinner at a hotel for employee and guest. Event includes all recognition, ATA induction and retirement.</p>
Lethbridge	<p>Staff with 5, 10, 15, 20 years of service recognized. Five years is a certificate, 10 years is a certificate, 15 years is a pen with logo, 20 years is variable. Recognized at a lunch held at each site. Board cost-shares the lunch. Chairman/trustee and superintendent/senior administrator are in attendance and present the gift/certificate.</p> <p>25 year club: employees are inducted into this club after 25 years of service. Employee and guest invited to dinner where employee is presented with a membership plaque. Employees are invited back every 5 years to the dinner.</p> <p>Retirement: board-hosted dinner at a local dining room for retiree and guest. Presented with a gift certificate equaling \$10/year of service; must have a minimum of 5 years of service and be 50 years of age or more.</p>
NAIT	<p>5/10 year: pins with design unique to each designation. Pins are sent to the respective supervisor for distribution. (the 5/10 year recognition has only be added in last 3 years)</p> <p>15/25/35: dinner</p>
City of Edmonton	<p>10/15/20 year – employee chooses from a selection of gifts.</p> <p>25/30/35/40 year – employee receives a framed long certificate of appreciation at an annual recognition event hosted by each department.</p>

June 21, 2005