

**DATE:** September 11, 2012

**TO:** Board of Trustees

**FROM:** Trustee Michael Janz, Chair, Policy Review Committee  
Trustee Heather MacKenzie, Policy Review Committee  
Trustee Catherine Ripley, Policy Review Committee

**SUBJECT:** Policy Review Committee: AGA.BP - Recognition of Students, Staff, Parents and Community

**ORIGINATOR:** David Fraser, Executive Director, Corporate Services

**RESOURCE STAFF:** Cathy MacDonald, Cheryl Oxford, Cory Sinclair

**REFERENCE:** N/A

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**ISSUE**

The current board policies on recognition are restricting the Administration's ability to respond to changing circumstances. In an effort to reduce policy duplication and improve organizational flexibility, the Administration is recommending a new approach to staff recognition.

**RECOMMENDATION**

- 1. That revised board policy AGA.BP Recognition of Students, Staff, Parents and Community (Attachment I) be considered for the third time and approved.**
- 2. That board policy GLB.BP Recognition of Employees (Attachment V) be rescinded.**

**BACKGROUND**

The revised policy AGA.BP Recognition of Students, Staff, Parents and Community would replace the existing version of the policy, along with policy GLB.BP Recognition of Employees, which would be rescinded. The Administration would like to implement a new staff recognition program to provide more consistent, meaningful and sustainable recognition to employees throughout their career with the District. The program would be revised to address concerns expressed by staff over the past few years. The Administration would recognize staff for every five years of service, incorporate a gift selection program, and survey district staff on their preferences for recognition. Details regarding the new staff recognition program would be outlined in an associated administration regulation. Challenges posed by GLB.BP Recognition of Employees include:

- There is no formal recognition of staff with 20 years of service, while staff with five and 10 years of service receive a form letter rather than a gift.
- Staff who have 15 years of service are recognized with an event of their own, while staff with 25, 30, 35 and 45 years of service are grouped together in a separate recognition event.
- According to the policy, the District presents a pre-determined gift to staff members who attain a specific service level, but staff members have indicated they would prefer to be offered a choice of gift.

A new approach could be undertaken by eliminating the 1-year pewter pin and the 15 year recognition event and redistributing the existing funding for staff recognition to better address staff needs. The District could:

- establish an online gift selection program, where staff who reach a specific years of service level could select their own gift from within a range of choices for that service level;
- recognize staff with a gift at five, 10 and 20 years of service (so staff are recognized at every five year interval in their years of service); and
- develop a consistent approach to employee recognition, from recruitment through to retirement.

The Administration has revised the draft version of AGA.BP Recognition of Students, Staff, Parents and Community based on feedback received from stakeholders via an online survey on the draft policy. The survey was available on the district website April 24 to May 23, 2012.

#### **RELATED FACTS**

- A total of 112 people participated in the online survey on AGA.BP Recognition of Students, Staff, Parents and Community (nine parents, four community members, two professional organizations, 18 principals/decision unit administrators; and 79 staff members).
- The participants provided the following input:
  - Fifteen respondents (19.2 per cent) felt aspects of the policy required clarification.
  - Twenty respondents (26.3 per cent) wanted additional elements to be considered.
  - Eighteen respondents (25.0 per cent) had concerns with elements of the policy.
- Many respondents wanted to see more details in the policy regarding the type of recognition that would be offered. The Administration believes the policy should remain general in nature and that details on the type of recognition provided should more appropriately be included in an associated administrative regulation.
- Some respondents felt recognition should be based on merit; this is in fact the case for most types of recognition provided by the Board, such as the District Recognition Awards.
- A few respondents pointed out the lack of recognition for staff with 20 years of service; this item will be addressed in future recognition programs.
- Several concerns were expressed regarding the placement and bolding of the text regarding staff years of service recognition; the Administration has revised the text to address these concerns.

#### **CONSIDERATIONS & ANALYSIS**

The Administration is recommending revising the policy.

#### **NEXT STEPS**

Once AGA.BP Recognition of Students, Staff, Parents and Community is approved by the Board of Trustees, the Administration will prepare the associated administrative regulation.

**ATTACHMENTS & APPENDICES**

- ATTACHMENT I AGA.BP Recognition of Students, Staff, Parents and Community (Revised)
- ATTACHMENT II AGA.BP Recognition of Students, Staff, Parents and Community (Revised, with markup)
- ATTACHMENT III Results of web survey on AGA.BP Recognition of Students, Staff, Parents and Community
- ATTACHMENT IV AGA.BP Recognition of Students, Staff, Parents and Community (Original)
- ATTACHMENT V GLB.BP Recognition of Employees (Proposed to be rescinded)

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Revised Board Policy AGA.BP Recognition of Students, Staff, Parents and the Community

# Edmonton Public Schools Board Policies and Regulations

CODE: AGA.BP

EFFECTIVE DATE: 16-11-2010

TOPIC: Recognition of Students, Staff,  
Parents, and the Community

ISSUE DATE: 23-11-2010

REVIEW DATE: 11-2017

The Board values the dedication and professional contributions of staff to student learning and believes it is important to recognize staff for each five year interval of service and upon retirement.

The Board believes it is also important to acknowledge the outstanding contributions, achievements and performance of district students, staff, parents and community members in promoting the pursuit of excellence critical for student learning, enhancing the District's reputation and strengthening support for public education.

Reference(s):



EDMONTON PUBLIC SCHOOLS

Revised Board Policy AGA.BP Recognition of Students, Staff, Parents and the Community

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Reference(s):

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## Results of web survey on AGA.BP Recognition of Students, Staff, Parents and Community

### SUMMARY

Question 1. Please select the one identifier that best describes the perspective from which you are providing feedback?

	Response Percent	Response Count
Parent	8.0%	9
Community Member	3.6%	4
Community Organization	0.0%	0
Professional Organization	1.8%	2
Principal/Decision Unit Administrator	16.1%	18
Staff Member	70.5%	79
Student	0.0%	0
	answered question	112
	skipped question	0

Question 2. Are there aspects of this policy that require clarification?

	Response Percent	Response Count
No	80.8%	63
Yes	19.2%	15
	answered question	78
	skipped question	34
	comments	11

Question 3. Are there additional elements that should be considered in this Policy?

	Response Percent	Response Count
No	73.7%	56
Yes	26.3%	20
	answered question	76
	skipped question	36
	comments	20

Question 4. Are there elements of this policy about which you have concerns?

	Response Percent	Response Count
No	75.0%	54
Yes	25.0%	18
	answered question	72
	skipped question	40
	comments	19

## Comments

<b>Please select the one identifier that best describes the perspective from which you are providing feedback.</b>	<b>Are there aspects of this policy that require clarification?</b>	<b>Are there additional elements that should be considered in this policy?</b>	<b>Are there elements of this policy about which you have concerns?</b>
<b>Response</b>	<b>Response</b>	<b>Response</b>	<b>Response</b>
Community Member	No	No	No
Principal/Decision Unit Administrator	Yes In an effort to simplify by blending the two policies into one, the blanket statement of recognizing staff, students, etc. seems diminished by adding the statement of 5 year recognition for staff. Outstanding contributions, achievements and performance is hopefully much more than putting in 5 years. If a list of examples were provided, such as student awards and other celebrations, the years of recognition would not seem like it supercedes the broader purpose.	Yes Either list substantive other methods of recognition for staff, students, and community members - or remove the example of staff years of service recognition.	Yes Highlighting years of service recognition above all other forms of recognition and celebration that also occur throughout the district.
Staff Member	Yes	Yes	No
Professional Organization	Yes	No	No
Staff Member	No	No	No
Staff Member	No	No	No
Professional Organization	No	No	Yes There is nothing to indicate the types of recognition - will it be a matter of getting a certificate or letter?
Staff Member	No	No	Yes I think it's nice that we will be recognized more frequently.
Staff Member	No	Yes Is this recognition for full time employees only? I'm in my 10th year now,( permanent part time), and the only recognition I've received is for 1 year.	No
Principal/Decision Unit Administrator	No	No	No
Staff Member	No	No	No
Principal/Decision Unit Administrator	No	No	No

Staff Member	Yes	No	No
Staff Member	No	No	Yes It is wonderful to be recognized by the District for long term service. It would be nice if an individual had an opportunity to select their gift from a selection of items.
Staff Member	No	No	No
Principal/Decision Unit Administrator	No	No	No
Principal/Decision Unit Administrator	Yes Is there a need to outline what sort of 'recognition' will be made? Long term commitment to the district should be recognized with a tangible reward that values the contributions made.	No	No
Staff Member	No	Yes Long service members deserve special recognition. A dinner in their honor, for example.	No
Staff Member	No	No	No
Staff Member	No	No	No
Staff Member	No	No	No
Parent	No	No	No
Staff Member	No	No	
Staff Member	No	No	No
Staff Member	No	No	No
Parent	No	No	
Principal/Decision Unit Administrator	No	No How is this community involved with our school?	No
Staff Member			
Staff Member	No	No	No
Staff Member	No	No	No
Staff Member	No	No	No
Staff Member	No	No	No
Staff Member			
Staff Member	No	No	No
Staff Member	No	Yes	
Staff Member	No	No	No



Staff Member	No	Yes Possibly a description of what the recognition is limited too,	Yes Very broad
Staff Member	No	No It's good because it recognizes all as equal stakeholders in the process.	No
Principal/Decision Unit Administrator	No	No	No
Community Member	No	Yes Is there a consideration that those who have shown a growth in their development? Example: Students who show improvements, whether it be steady, diligent or otherwise? Is it only high achieving academic students that can be recognized?	Yes The idea that there appears to be an exclusion for those students who are not high academic achievers, however, they have shown an improvement in their abilities, academically, socially and contributing to their community?
Staff Member	No	No	No
Parent	No		
Principal/Decision Unit Administrator	No	No	No
Staff Member	Yes How will the service be recognized? Verbally? Monetarily?	Yes Employees should be recognized for the ongoing work they do; not just for the work they have done when it's time for them to retire.	Yes People could interpret "recognition" in different ways.
Staff Member	No	No	No
Staff Member	No	No	No
Staff Member	Yes 20 is a multiple of 5 and yet it isn't on the staff recognition list.	No	Yes Just the 20 recognition year being missing.
Staff Member	Yes Recognized how, for every five years of service upon retirement?	No	No
Staff Member	No	Yes Would it hurt to acknowledge support staff more often than every 5 years?	No
Staff Member	No	Yes Should there be a dollar limit or some guidelines as to how to recognize?	Yes As previous, guidelines for appropriate recognition.

Staff Member	Yes Be more specific regarding the exact type of recognition that this policy supports. That way it will be consistent and decisions will not be based on individual ideas and fads. Instead of providing a gift to long-term employees, how about adding a small monetary gift to their paycheck. That would be valued by all recipients. Gifts and tokens do not fit for everyone's life style and interests. These are a waste of money.	Yes Why are certain recognition events and awards published outside of the district and others not? Who is deciding when something needs to go to a larger audience? Would it not be appropriate to publish the names of long-term employees in the Edmonton Journal?	Yes Recognition needs to be defined in greater detail.
Staff Member	No	No	No
Staff Member	No	Yes Performance. It is one thing to be an employee for a long time, and another thing to be a productive employee for a long time. I think a productive employee should be recognized more than someone who just shows up for work and takes up space.	Yes Performance. It is one thing to be an employee for a long time, and another thing to be a productive employee for a long time. I think a productive employee should be recognized more than someone who just shows up for work and takes up space.
Principal/Decision Unit Administrator	No	No	No
Principal/Decision Unit Administrator	No	No	No
Staff Member	No	No	
Staff Member	No	No	No
Staff Member	No	No	No
Staff Member	No	No	No
Principal/Decision Unit Administrator	No	No	No
Staff Member	No	Yes Better recognitions other than a letter. Letters can be mass produced and lack a personal touch.	No
Staff Member	No	Yes Recognition seems to be done every 5 years except when staff reach 20 years. I think 20 years should be recognized. I don't think staff need to be recognized after they retire.	Yes I think staff should be recognized for 20 years service.

Principal/Decision Unit Administrator	Yes The gifts offered for years of service do not correspond to other organizations.	Yes Years of service need to be recognized in a more meaningful way.	Yes Value of the gifts do not reflect the value to service from the employees.
Staff Member	No	No	No
Staff Member	No	No	No
Staff Member	Yes The policy says nothing except for the recognition of staff. I think that it is lacking in clarity about purpose and link to mission and vision.	Yes What is meant by recognition in the policy? Is it left to individual sites and will that create inconsistency? If a parent or community member reads this; can they expect recognition?	Yes It is so open that it may create more ambiguity for leaders trying to determine who, what and when to provide recognition.
Parent	No	No	No
Principal/Decision Unit Administrator	No	No	No
Staff Member	Yes		
Community Member	Yes Oh please. Outside recognizing teachers at specified intervals for their service, this policy says absolutely nothing. How do you plan to recognize other individuals as indicated and for what? Oh, right, offer a little lip service, say thank you when they take time out of their busy schedules to speak at public board. Pish.	Yes Uh,.. duh. See previous comment.	Yes The sparseness of it... with the exception of the long-winded explanation of intervals for teacher recognition for TIME served -- never with a mention to QUALITY of their service.
Staff Member	No	Yes I noticed the deletion of the evenings for long term employees and the banquet for retirees. Does this mean that the Board does not intend on offering this after the many years of service that these staff have offered? That would be quite disappointing in comparison to other companies that honour their staff.	Yes That the idea of no banquet or evenings for long term employees. Please see number 3.
Staff Member	No	No	No

Community Member	Yes The sentence 'Staff will be recognized for every five years...' should state something like "The Board will recognize staff for each five-year increment of service and upon retirement. Heightened celebration will take place for employees who reach 20, 25, 30 and 40, 45 year service milestones.	Yes Mentioned in previous. The policy is good overall, but should identify some key service milestones, as the way it reads now implies the same recognition would be in place whether staff have been with the District for 5 years or 55.	Yes Mentioned in previous questions.
Principal/Decision Unit Administrator	No	No	No
Staff Member	No	No	Yes Job sustainability
Staff Member	No	No	No
Staff Member	No	No	No
Staff Member	No	No	No
Staff Member	Yes Who decides to recognize the staff. I have been here over a year and no one has given me a pin.	Yes Check and balance so people actually get recognition. Show and prove don't just talk.	No
Parent	No	No	Yes The last statement: Staff will also be recognized for every five years of service and upon their retirement. It is situated below (apart from) the other statement, and is bolded so that it stands out. What I immediately thought was: Oh, so the board is acknowledging that sometimes staff members don't have "outstanding contributions, achievements or performance" (which is true) but they feel they need to recognize them anyway every 5 years and at retirement. Hmm...not sure that's exactly the intended message. Or is it? Maybe you could start the policy with something like: "In addition to the recognition of staff that will take place for every 5 years of service and at retirement, the Board believes it is important....." It might convey a slightly different message.

Current Board Policy AGA.BP Recognition of Students, Staff, Parents, and the Community

# Edmonton Public Schools Board Policies and Regulations

CODE: AGA.BP

TOPIC: Recognition of Students, Staff,  
Parents, and the Community

EFFECTIVE DATE: 16-11-2010

ISSUE DATE: 23-11-2010

REVIEW DATE: 11-2017

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Reference(s):

# Edmonton Public Schools Board Policies and Regulations

CODE: GLB.BP  
TOPIC: Recognition of Employees

EFFECTIVE DATE: 17-01-2006  
ISSUE DATE: 19-01-2006  
REVIEW DATE: 01-2013

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## 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 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 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, will be presented with an appropriate gift.

## Annual Retirement Banquet

The Board will host an annual retirement banquet to honour those employees who have retired during the previous year.

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Reference(s):

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