



**TITLE: EMPLOYEE RECOGNITION**

**Date Authorized: December 2000**

**Last Revised: December 2000**

**Last Reviewed: XXXXX**

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**COMMITMENT TO INDIGENOUS RIGHTS, HUMAN RIGHTS, AND EQUITY**

The Board recognizes its responsibility to ensure that this policy and associated procedures promote and protect Indigenous rights, human rights, and equity. The Board will strive to address and eliminate discrimination and structural and systemic barriers for students, staff, and community.

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**1.0 RATIONALE**

To establish the framework for the Board's Employee Recognition ~~Plan Program~~ and provide the criteria for the eligibility, nomination of individuals, and presentation of the various awards, certificates and citations that are encompassed within the ~~Plan Program~~.

**2.0 DEFINITIONS**

Please refer to Appendix A for a list of definitions of terms used in this policy.

**3.0 POLICY-GUIDING PRINCIPLES**

3.1 The Board appreciates and values loyalty in its staff and wishes to recognize the contribution of those employees who have given long and dedicated Service.

**4.0 SPECIFIC DIRECTIVES**

Long Service

4.1 Those staff members who will have served 10, 20, or 25 years with the ~~District Board~~ and its predecessors shall be publicly recognized each year.

Retirement Tribute

4.2 Permanent employees who have a minimum of five years' Service and who will be retiring by 31 August of the current year shall be publicly honoured.

### Recognition Awards Program

- 4.3 In addition to the above, the Board wishes to recognize and encourage the exemplary accomplishments of staff who consistently demonstrate outstanding Service to students that is significantly above and beyond the normal scope of an individual's responsibilities.
- 4.4 All full-time and regular part-time employees are eligible for the Recognition Awards Program.

### Nomination and Selection of Award Recipients

- 4.5 Trustees, employees, groups of employees, parents/guardians, or community members may nominate any employee for the Recognition Awards Program, in accordance with procedure [PR.621.HR Employee Recognition](#).
- 4.6 The number of awards presented annually shall depend on the number of candidates selected in accordance with the procedures.
- 4.7 The Board's mission statement shall be used in determining the selection of recipients.
- 4.8 Appropriate selection committee(s) for each award shall be established annually as outlined in [PR.621.HR Employee Recognition](#) to determine the recipient(s) of the awards.
- 4.9 The Director of Education is authorized to issue such procedures as may be necessary to support this policy.

## **5.0 APPENDICES**

### **Appendix A: Policy Definitions**

## **6.0 REFERENCE DOCUMENTS**

OCDSB Policy [P.048.GOV: Board Guiding Principles](#)  
OCDSB Procedure [PR.621.HR Employee Recognition](#)

## APPENDIX A: POLICY DEFINITIONS

In this policy,

**Board** means the Board of Trustees.

**District** means the Ottawa-Carleton District School Board.

**Service** means an employee's period of continuous employment with the District from the effective date of hire into a permanent position. Periods spent on approved leaves of absence will be included for purposes of this procedure.