

## Administrative Procedure 447

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Revised: June 14, 2005

# EMPLOYEE RECOGNITION

## Background

Recognition of employees is encouraged at system, school/department and individual levels, to support the vision and mission of Holy Spirit Catholic Schools, and to promote and maintain its desired organizational culture.

## Procedures

1. The Board encourages local recognition programs at the school and division level, and for all employee classifications.
2. All employees are encouraged to practice meaningful and informal recognition of others in a timely, sincere, appropriate, and inclusive manner.
2. The Board will recognize the long service and retirement of its employees.
3. The Superintendent, as agent of the Board in achieving the educational mandates of the School Division, will formally recognize individuals whose efforts have made a demonstrable difference in one or more of the following areas:
  - 4.1 significant improvement of student achievement
  - 4.2 significant improvement and outcome of designated employee responsibilities
  - 4.3 significant contribution to the profession of teaching or research in education
  - 4.4 significant contribution to the Catholic educational community or ministry to the Church
  - 4.5 promotion of students and the school to the greater community
  - 4.6 attaining excellence in local, provincial, or national athletic competition
  - 4.7 attaining excellence in other local, provincial, or national educational activities
  - 4.8 improving service to the school division
  - 4.9 innovation that improves the quality of learning, or the success of the school and school division in achieving their mandates
5. In order to uphold the value of the role of site based administrators recognizing employees within their responsibility, it is expected that school administrators will recognize employees for their successes relevant to the previous areas of consideration.

6. Upon facilitating recognition of an employee at the school level, site based administration will recommend to the Superintendent the need to formally recognize a particular employee.
7. The Superintendent will report formal recognition to the Board.