

## **AWARDS**

The Board wishes to recognize those community members, parents, students and staff members that have contributed to the successes of the division and enhanced the educational opportunities and programs available to students.

### Specifically

#### **Share the Mission Award**

The Board appreciates the diligent efforts made by community members, parents, students and school staff members in achieving the division's mission statement, goals and objectives. As a result, the Board wishes to bestow the Share the Mission Award, a prestigious award that recognizes:

- Outstanding service offered for the benefit of our students; our schools or our community:
  - People who accept demanding challenges and set new standards for the rest of us to follow:
  - People who, through their actions and deeds, contribute to and enhance the Catholic atmosphere of our schools and parish.
  - Involvement and leadership in community/parish organizations.
1. The Board will request nominations for the Share the Mission Award beginning in March of each year and will make its decision prior to June 30 of that year.
  2. Nominations for the Share the Mission Award may be submitted by any member of the Holy Spirit Community to the Superintendent in writing.
  3. All nominations must include a description of the service or contribution made by the individual being nominated. Additional endorsements are encouraged.
  4. The presentation of the Share the Mission Award will normally be made at the opening school mass for the school year.
  5. The Share the Mission Award may be presented post-humously.
  6. In the event that there are no nominations accepted by the Board, the Board may determine the need to issue a nomination itself for that year.
  7. If there are no nominations for the award, the Share the Mission award will not be awarded in that year.

## Retirement and Long Service Awards

The Board appreciates the contribution made by its employees and trustees to the success of the division and wishes to publicly recognize those employees and trustees that have rendered long-term service.

1. Funds will be budgeted on an annual basis for the recognition of employees that are retiring or who have provided long-term services.
2. For retiring employees, the Board shall:
  - 2.1 Host a retirement banquet to honor retiring employees.
  - 2.2 Present to employees who retire after age 50, and have a minimum of ten years of active continuous service<sup>1</sup> with the Board, a watch or suitable alternative gift.
  - 2.3 Present two complimentary banquet tickets to all those who are retiring.
3. If an employee retires, and then resumes work with the division, he/she will no longer be eligible for retirement or long service awards.
4. For employees that have provided long service to the division, the Board shall:
  - 4.1 Provide a suitable gift along with a suitably inscribed scroll signed by the Board Chair and the Superintendent.
  - 4.2 Recognize employees for every five year increment of active continuous service completed with the division. (E.g. 5, 10, 15, 20, 25 years, etc....)
5. Past trustees will also be recognized at the retirement banquet for their years of services to the division and be provided two complimentary banquet tickets.

## Arts Alive and Well in the Schools Award

1. The Board of Trustees will sponsor an award for the “Arts Alive and Well in the Schools” event. The award will be \$100 in value.

**Legal Reference: Section 60, School Act**

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<sup>1</sup> *Active continuous service* – For recognition purposes, the division calculates the time a permanent employee is actually performing his/her duties within the school division.