



Date of Issue	March 25, 2009
Original Date of Issue	March 25, 2009
Subject	COMMUNITY, STUDENT AND EMPLOYEE RECOGNITION
References	Board Policy 2185 – Community, Student and Employee Recognition
Links	
Contact	Human Resource Services and Organizational Development

1. This Administrative Procedures Memorandum (APM) provides direction to Simcoe County District School Board (SCDSB) employees regarding various strategies to recognize community members, students and employees for excellence and significant contributions to the SCDSB.

2. Community, Student & Employee Excellence – A Tribute from Trustees
 - 2.1 This recognition serves to honour significant contributions and/or achievements of community members, students and employees either individually or in groups.

 - 2.2 Contributions and/or outstanding achievements will be considered at the local, provincial, national or international level, including:
 - 2.2.1 Development of initiatives that result in significant enrichment of the educational experience of students or colleagues or the advancement of public education while working on a special project or initiative.
 - 2.2.2 Receipt of local, provincial, national or international awards.

 - 2.3 A nomination form which can be completed by trustees, staff, students and the community-at-large, is to be completed and addressed to:

Chairperson of the Board c/o Executive Assistant to the Board
Simcoe County District School Board
1170 Highway 26
Midhurst, Ontario
L0L 1X0

 - 2.4 Nomination forms are available on the SCDSB public and staff websites.

 - 2.5 Nomination forms will be reviewed by the Chair, Vice-Chair and Director of the Board based on the criteria outlined above.



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- 2.6 Once a decision has been reached, the appropriate Superintendent will contact the recipient and invite him or her to the Board meeting to accept their recognition award and certificate.
 - 2.7 The individual(s) will be honoured at the beginning of a regular Board Meeting. At that time, a brief rationale will be read by the local Trustee. A SCDSB certificate of recognition, along with a plaque, will be presented by the Chairperson of the Board and the local Trustee.
3. Commit to Character Recognition
 - 3.1 Each year, in keeping with our board-wide focus on character development, staff members, along with students and community members, may be recognized for their positive impact on our schools and workplaces.
 - 3.2 Recognition may occur in a variety of ways at the school or system level.
4. Retirement Celebration
 - 4.1 Every June SCDSB employees who have retired during the current school year are honoured at a special celebration in their honour.
 - 4.2 In November, a general e-mail is sent out to SCDSB staff informing them of the date of the retirement celebration.
 - 4.3 The retirees are presented with a certificate of recognition during the evening.
5. Long Service Awards
 - 5.1 Every October, SCDSB employees who have worked for the Board for 20 years will be presented with a certificate of recognition by their Principal, Manager or Supervisor. These certificates will be prepared by Human Resources and distributed to the appropriate workplace.
 - 5.2 Every October, SCDSB employees who have worked for the Board for 25, 30 and 35 years are honoured at a recognition ceremony.



5.3 In September, invitations are sent to the homes of all recipients, inviting them and a guest to the ceremony. They are required to RSVP to the Human Resources Services and Organizational Development Department.

5.4 The 25 and 30-year employees will be presented with a 25-year or 30-year pin and the 35-year employees will be presented with a crystal apple or similar gift of appreciation.

6. Summary

Employee recognition is essential in retaining, motivating and developing individuals in support of the Board's mission and goals. Recognition is not limited to the programs described in this APM. Superintendents, Principals and Managers are encouraged to continue to use alternate methods of recognizing excellence such as include individual letters of recognition, recognition at a staff or departmental meeting or recognition through newsletters and reports.

Approved March 25, 2009
Revised November 2010

Issued under the authority of the Director of Education

CELEBRATING COMMUNITY, STUDENT & EMPLOYEE EXCELLENCE A TRIBUTE FROM TRUSTEES

Community, Student & Employee Excellence – A Tribute from Trustees is a recognition program to honour community members, students and employees who develop initiatives that result in significant enrichment of Simcoe County District School Board (SCDSB) community members, students and employees.

The individual(s) will be honoured at the start of a regular Board meeting. At that time, a brief rationale will be read by the local Trustee. SCDSB certificates of recognition will be presented by the Chairperson of the Board and the local Trustee. The nominees will be reviewed by the Chair, Vice-Chair and Director of the Board. The selection will be based on the pre-determined criteria listed below. Staff, students and the community-at-large will be encouraged to make nominations. Official nominations will be accepted on the form available on the SCDSB website.

CRITERIA

Nominations may be made of any community member, student or group of students and any SCDSB employee or group of SCDSB employees who have made a significant contribution. Outstanding achievements will be considered at the local, provincial, national or international level, including:

- Development of initiatives that result in significant enrichment of the educational experience of students or colleagues or the advancement of public education while working on a special project or initiative;
- Receipt of local, provincial, national or international awards;

Completed nomination forms may be addressed to:

Chairperson of the Board c/o the Executive Assistant to the Board
Simcoe County District School Board
1170 Hwy 26
Midhurst, Ontario
L0L 1X0

FORWARD THE COMPLETED NOMINATION FORM TO THE CHAIRPERSON OF THE BOARD
c/o THE EXECUTIVE ASSISTANT TO THE BOARD (e-mail: robyn@scdsb.on.ca)



**CELEBRATING COMMUNITY, STUDENT AND EMPLOYEE
EXCELLENCE
A TRIBUTE FROM TRUSTEES**

Nomination Form

Please refer to the attached criteria for the Community, Student and Employee Excellence Program.

NOMINEE(S)

Name(s):	Site Location:	Position:	Phone number:

NOMINATOR

Name:	Position:
Site Location:	Phone number:

Connection to the Board: COMMUNITY MEMBER STUDENT STAFF

CRITERIA

- Development of initiatives that result in significant enrichment of the educational experience of students or colleagues or the advancement of public education while working on a special project or initiative.
- Receipt of local, provincial, national or international awards

DETAILS OF THE OUTSTANDING CONTRIBUTION

Please provide the reasons for the nomination.

(Please attach additional information if desired)

Date of Submission: _____

FORWARD THE COMPLETED NOMINATION FORM TO THE CHAIRPERSON OF THE BOARD
c/o THE EXECUTIVE ASSISTANT TO THE BOARD (e-mail: lrobyn@scdsb.on.ca)