

## **Administrative Procedure 415**

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### **AP 415 – EMPLOYEE RECOGNITION**

The Cowichan Valley School District (Board) will actively work to ensure that schools are safe, welcoming, and caring places. A part of creating this culture of care is employee recognition. Employee recognition plays a vital role in uplifting this culture within the Cowichan Valley School District. Along with informal recognition from supervisors and other staff, the District has formalized employee recognition in a standalone process through this Administrative Procedure.

#### **Procedure:**

At the first District Leadership Team (DLT) meeting of the school year, District staff will create a yearly plan for employee recognition. This plan will incorporate the following:

- September | Shsi'em Ts-hay Recognition Program
- March | Long-Service Recognition
- June | Retirement Celebration
- At least 1 impromptu recognition event

Once finalized, this plan will be shared with Principals and Vice-Principals and Managers so they are aware of the dates for formal recognitions and can plan their own informal recognitions to support their own workforce.

#### **Identity, Belonging, and Connection:**

Group and individual recognition activities will be culturally appropriate, and aligned with the Identity, Belonging, and Connection policy, and will consider individual employee wishes for recognition, noting that not all employees wish to be publicly recognized.

#### **Long Service Recognitions:**

The District has a long history of recognizing significant work milestones at 10, 25, 30, 35 years of service. This process will continue with the following recognitions:

10-years | Silver pin, presented at worksite

25-years | Gold pin, presented at the yearly tea or gala celebration

30-years | Wood plaque, presented at the yearly tea or gala celebration

35-years | Framed recognition, presented at the yearly tea or gala celebration

Long Service recognition will be calculated as of December 31<sup>st</sup> following the employee's start date year.