ADMINISTRATIVE PROCEDURE 413

LONG SERVICE AWARDS

Background

In our Division, we value our staff and practice servant-leadership. In recognizing the sharing of our God given talents, the Division wishes to honour its employees. The Division will recognize the service of staff and staff accomplishments with appropriate gifts and awards.

Procedures

1. The Board, along with the Alberta Teachers Association Local, shall hold an annual *"Celebration of Excellence"* or an appropriate occasion to recognize staff.

2. The Board Chair or designate will present a Division plaque, years of service medallion and gift at the annual *"Celebration of Excellence"* according to the following schedule:
   - Ten Years' Service – Engraved plaque
   - Fifteen Years' Service – Plaque medallion and gift ($150.00)
   - Twenty Years' Service – Plaque medallion and gift ($200.00)
   - Twenty-five Years' Service – Plaque medallion and gift ($250.00)
   - Thirty Years and over Service – Plaque medallion and gift ($300.00)
   - Thirty-five Years' Service – Plaque medallion and gift ($350.00)

3. Recipients' names shall be published in local newspapers.

4. Years of service shall be consistent with parameters of the Collective Agreement.

5. The Division shall present an appropriate long service award to retiring employees.

6. The annual "*Celebration of Excellence*" is a ceremonial event that will follow a formal protocol.

   6.1 The Provincial Model for the Teacher Excellence Awards should be followed;

   6.2 Dress for this event is semi-formal (not black tie, but suit and tie);

   6.3 The Board Chair, Superintendent and ATA President bring welcome and greetings;

   6.4 The Board provides a gift for each long service recipient ;

   6.5 The ATA assumes the cost of dinner tickets for the retiring teachers and their guest;

6.6 Previous retired teachers from our community will be invited to attend;

6.7 The school principal of the award recipient shall be responsible for submitting biographical write-up on the award recipient to the Communications Director.

6.7.1 In keeping with the formality of the evening, the principal will review the speech written for the retiree to ensure the content is a positive reflection of the retiree's career.

6.8 The order and process of the evening is as follows:

6.8.1 Retirees will be the first item on the evening program;

i. The person to introduce the retiree will be selected jointly by the ATA school rep and the principal; and,

ii. The retiree presentation should be a maximum of 10 minutes, with a maximum of 5 minutes to introduce the teacher and recognize contribution, and a maximum of 5 minutes for the retiree, if they choose to respond.

6.8.2 Long service awards will follow on the program beginning with the Ten Years' Service awards;

6.8.3 Individual recognition awards for external achievements will conclude the program;

6.8.4 Awards will be presented by the Board Chair, Superintendent, and A.T.A. President.

6.9 The program brochure for the evening should include:

6.9.1 A brief biography (275 words) of each retiree and their contributions to the profession, along with their photograph;

6.9.2 A listing of long service employees;

6.9.3 A brief biography (150 words) of external award recipients and a description of the award.

Revised: March 2008, May 2011

ADMINISTRATIVE PROCEDURE 413

LONG SERVICE AWARDS

APPENDIX 'A'

CELEBRATION OF EXCELLENCE

Background

ATA local 80 and Red Deer Catholic Regional Schools have a history of working together to celebrate ATA retirees, non-teaching district retirees, long service awards and special awards. Many traditions have been established during this time and the evening continues to evolve as an annual event. Customarily, a school has been identified on a yearly basis to do the planning of this event. The organizing schools have a binder of material from prior Evenings' of Excellence and guide themselves with the protocol that has been established. This document is meant to establish guidelines for Central Office and the organizing school to work cooperatively on this evening of celebration.

Area of responsibility for the Division Communications Director

1. Coordinate potential dates in the spring for this event which is normally held in November. (Need to consult Board meetings, school calendars, special meetings, church obligations, etc.) From the potential dates given, the organizing school will book the venue. The preferred date will be the Thursday prior to Victoria Day.
2. Coordinate and create the booklet/program for the evening.
3. Coordinate and arrange all aspects for the photography of the event.
4. Advertise in local papers throughout the Division.
5. Order awards and gifts and have them delivered to the venue on the appropriate date.
6. For tickets that Central Office provides for the event, the appropriate funds will be directed to the organizing school on or before the deadline date. The Communications Director will coordinate the ticket sales with the organizing school.
7. Central Office will invite and provide for members of the clergy and the Board of Trustees.
8. Tickets to Award winners should be coordinated by Central Office. Numbers and cost will be communicated to the planning committee by the due date outlined.
9. If a principal is a retiree, the planning committee may ask for Central Office help in coordinating a speaker for the retiree.
10. The Communications Director will be a member of the planning committee of the organizing school.

Revised: April 2007, May 2011, Reviewed: April, 2015