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<b>Date of Issue</b>	November 2018
<b>Original Date of Issue</b>	March 25, 2009
<b>Subject</b>	<b>COMMUNITY, STUDENT AND EMPLOYEE RECOGNITION</b>
<b>References</b>	<a href="#">Policy 2185 - Community, Student and Employee Recognition</a>
<b>Contact</b>	Human Resource Services

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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 and 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; or,
    - 2.2.2 receipt of local, provincial, national or international awards.
  - 2.3 The Tribute from Trustee Nomination Form (FORM A4040 - 1), which can be submitted 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  
L9X 1N6
  - 2.4 [The Tribute from Trustee Nomination Form](#) (FORM A4090 – 1) is attached to this APM and is also available on the SCDSB website.
  - 2.5 Nomination forms will be reviewed by the Chairperson, Vice-chairperson and Director of Education based on the criteria outlined above.
  - 2.6 Once a decision has been reached, the appropriate superintendent will contact the recipient and invite them to a Regular Meeting of the Board to accept their recognition award.

- 2.7 The individual(s) will be honoured at the beginning of the meeting. At that time, a brief rationale will be read by the local trustee. 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 March, a general email is sent out to SCDSB staff informing them of the date of the retirement celebration.
- 4.3 The retirees are presented with a gift of recognition.
5. Years of Service
- 5.1 Every November, SCDSB employees who have worked for the board for 20 years will be presented with a letter and a certificate of recognition by their principal, manager or supervisor. These letters and certificates will be prepared by Human Resource Services and distributed to the appropriate workplace.
- 5.2 Every November, SCDSB employees who have worked for the board for 25, 30, 35 and 40 years will be honoured at their workplace. Human Resource Services will distribute letters of recognition along with a gift to each work location for the principal, manager or supervisor to distribute at a gathering of staff.
- 5.3 The 25 and 30-year employees will be presented with a 25-year or 30-year pin and the 35 and 40-year employees will be presented with a crystal apple or similar gift of appreciation.
6. SCDSB Stars
- 6.1 This recognition is for a staff person in one of our schools, or education facilities, who has gone above and beyond to support students in our system and to inspire a positive change in someone's life.
- 6.2 SCDSB Stars will receive a thank you card from the Director of Education, as well as a special star lapel pin.

6.3 The [SCDSB Stars nomination form](#) is available on the SCDSB website.

7. Summary

Employee recognition is essential in retaining, motivating and developing individuals in support of the board's [Strategic Priorities](#). Recognition is not limited to the programs described in this APM. Superintendents, principals, managers and supervisors are encouraged to continue to use alternate methods of recognizing excellence, such as individual letters of recognition, recognition at a staff or departmental meeting or recognition through newsletters and reports.

**Approved** March 25, 2009

**Revised** November 2010, May 2015, November 2018

***Issued under the authority of the Director of Education***

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## A TRIBUTE FROM TRUSTEES

**Community, Student and 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. A plaque will be presented by the Chairperson of the Board and the local trustee. The nominees will be reviewed by the Chairperson, Vice-chairperson and Director of Education. 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  
L9X 1N6

FORWARD THE COMPLETED NOMINATION FORM TO THE CHAIRPERSON OF THE BOARD  
c/o THE EXECUTIVE ASSISTANT TO THE BOARD (email: [jhenry@scdsb.on.ca](mailto:jhenry@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 SCDSB:**    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.**

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**(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 (email: jhenry@scdsb.on.ca).