

The Board recognizes that the success of the Division is dependent on the efforts of individual employees and the contributions they make. While recognizing that it is impossible to be aware of all such efforts, it is the desire of the Board to do its best to recognize employees who have contributed to the success of the Division.

1. Exemplary Teacher Award - Certificated Staff

A student or other representative shall present in the individual school setting to teachers who demonstrate outstanding teaching skills in the classroom setting. Any student, parent, teacher, administrator, or co-worker, by letter of nomination, can submit a teacher's name and supporting reasons to the Recognition Committee. A certificate and special lapel pin will be presented to the employee, followed by an internal announcement within Pembina Hills Public Schools sent by Employee Services. If permission is given by the recipient, the announcement will also be posted on the Division's website.

2. Exemplary Support Services Award - Support Staff

A student or other representative shall present in the individual's place of work, an Exemplary Support Services Award to support staff who demonstrate outstanding skills in their area of employment. Any student, parent, teacher or administrator, or co-worker by letter of nomination, can submit an employee's name and supporting reasons to the Recognition Committee. A certificate and special lapel pin will be presented to the employee, followed by an internal announcement within Pembina Hills Public Schools sent by Employee Services. If permission is given by the recipient, the announcement will also be posted on the Division's website.

3. Long Service Awards

Recognition Year	Long Service Award
5 years	Choice of \$25 Gift Card from list
10 years	Pembina Hills Public Schools Soft Shell Jacket OR Choice of \$50 Gift Card from list
15 years	Choice of \$50 Gift Card from list
20 years	Pembina Hills Public Schools Winter Jacket OR Choice of \$75 Gift Card from list
25 years	Choice of \$75 Gift Card from list
30 years	Choice of \$100 Gift Card from list OR Update Pembina Hills Public Schools Soft Shell Jacket
35 years	Choice of \$100 Gift Card from list
40 years	Choice of \$150 Gift Card from list OR Update Pembina Hills Public Schools Winter Jacket
45 years	2 Dinner Theatre Tickets (approximate value of \$225)

Gift Card List

- Boston Pizza
 - Various Restaurants – Swiss Chalet, Harvey's, Montana's, Kelsey's (four choices in one card)
 - The Keg
 - Sears
 - Winners
 - Sport Check
 - Chapters
 - Canadian Tire
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- Effective September 1, 2015, engraved wooden plaques and pins were discontinued
 - In addition, employees who have previously received their wooden plaque will continue to receive the Division pins at 5 year increments.

4. Qualification for Long Service Awards

- 4.1 Years of Service is accrued monthly.
- 4.2 FTE status does not affect years of service (e.g. an employee working .5 FTE and an employee working 1.00 FTE are both eligible for one year of service).
- 4.3 Employees who resign and return to work will have their previous years of service reinstated for the purpose of long service awards.
- 4.4 A maximum of one year service will be credited to employees for leaves which extend longer than one year.

5. Retirement/ Resignation Award

Upon resignation or retirement, employees with 20 or more years of service will be presented a Pembina Hills Public Schools wristwatch by a student or other representative in the individual's place of work. An employee will receive only one wrist watch in their total employment history with Pembina Hills Public Schools.

Reference

[AP 40-32 Exemplary Teacher, Exemplary Support Services & Contractor Services Award](#)
[Form 4-13 Exemplary Teacher Nomination](#)
[Form 4-14 Exemplary Support Services Nomination](#)