

Recognition and Appreciation Awards for:

- Exemplary Teacher**
- Exemplary Support Services**
- Exemplary Contractor Services**
- Exemplary Parent Volunteers**
- Exemplary Community Partners**

1. Who can nominate:
Any student, parent, colleague, administrator or contractor can submit a Nomination Form to the Recognition Committee, c/o Human Resources.
2. Who can be nominated:
Any employee, contractor, parent volunteer or community member who meets or exceeds the following criteria. An employee, contractor, parent volunteer or community member may receive the award more than once if the recognition is for a different exemplary practice than the previous award.

Teacher:

- has a minimum of three years teaching experience within Pembina Hills Public Schools
- demonstrates initiative to assist students in reaching their full potential
- goes the "extra mile" for students and colleagues
- has a positive attitude towards students, parents, and colleagues
- is recognized by colleagues and others as an excellent teacher
- acts as a role model for life-long learning
- challenges students to think independently, creatively, and critically

Support Service:

- has a minimum of three years' experience within Pembina Hills Public Schools
- demonstrates initiative
- goes the "extra mile" for students and colleagues
- has a positive attitude towards students, parents, and colleagues
- is recognized by colleagues and others as providing excellent service in their field of work
- acts as a role model for life-long learning
- enhances the image and profile of their chosen profession
- contributes to the overall vitality of their school or department

Contractor Service:

- has a minimum of three years' experience within Pembina Hills Public Schools
- demonstrates initiative
- goes the "extra mile" for students and staff
- has a positive attitude towards students, parents, and staff
- is recognized by staff and others as providing excellent service in their field of work
- acts as a role model for life-long learning
- enhances the image and profile of their chosen profession

- contributes to the overall vitality of their school or department

Parent Volunteer:

- has volunteered for a minimum of two years at a Division school
- demonstrates initiative
- goes the "extra mile" for the students, school, and/or school council
- has a positive attitude towards students and the school
- contributes to the overall vitality of their school(s)
- acts as a positive role model for students
- their contributions demonstrate good citizenship

Community Partner:

- has been involved or volunteered for a minimum of two years at a Division school
- demonstrates initiative
- goes the "extra mile" for the students, school, and community
- has a positive attitude towards students, parents, and school
- contributes to the overall vitality of their school and community
- acts as a role model for life-long learning
- their contributions demonstrate good citizenship

3. Process:

- a. Nominators will complete the Nomination Form describing how the Nominee meets the criteria of the award.
- b. Nominators will submit the Nomination Form to the Employee Recognition Committee, c/o Human Resources. Nominators will include at least one supporting document (letters from co-workers, staff, students, parents, etc.). Nominations not accompanied by at least one supporting document will be returned.
- c. The Recognition Committee will meet regularly to review the nominations received and identify the winners. All nominations must be supported by the principal or supervisor. A nomination does not automatically constitute an award being granted, therefore nominees must not be notified of their nomination. Human Resources will verify documentation prior to forwarding the nomination to the Committee. Eligible nominations may be carried forward for consideration by the Committee in the following months.
- d. Supervisors will be contacted to align award presentations with the presenter's schedule.

4. Presentation of Award:

A certificate and special lapel pin will be presented. This will be followed by an internal announcement within Pembina Hills Public Schools sent by Human Resources. If permission is given by the recipient, the announcement will also be posted on the Division's website. The Nomination Form and Announcement will be placed within the personnel file. Parent Volunteers and Community Partners will receive copies of the announcement and nomination.

Reference

[AP 40-31 Employee Awards and Recognition](#)

[Form 4-13 Exemplary Teacher Nomination](#)

[Form 4-14 Exemplary Support Services Nomination](#)

[Form 4-15 Exemplary Contractor Services Nomination](#)

[Form 4-16 Exemplary Parent Volunteer Nomination](#)

[Form 4-17 Exemplary Community Partners Nomination](#)