



Cree School Board
Commission scolaire crie

Administrative Policy and Procedures on the Recognition of Commissioners and Retiring Employees

Department responsible: General Administration

Effective date: September 12, 2006

Approved by: Director General

References:

Council of Commissioners / Policy
▪ Resolution 2006-086

Articles in boxes identify the provisions adopted by the Council of Commissioners in a Board Policy.

The Cree School Board believes that commissioners and retiring employees should be recognized for their contributions and services and honored upon their departure.

1) Preamble

Purpose

1.1. The purpose of this Administrative Policy is to ensure that the recognition of commissioners and employees is made in ways that reflect the fundamental values of the Board and that recognition is sustained through demonstrated appreciation and acknowledgement.

Application

1.2. This Policy applies to:

- a) full-time and regular part-time employees who retire after at least ten (10) years of continuing services;
- b) commissioners who will no longer be serving the Board after having fulfilled at least one entire mandate.

The rules established in the Policy cover recognitions provided by the Head office of the Board but a school or a department may develop its own form of recognition.

Definition

1.3. In this Administrative Policy, the following words or expressions mean:

- a) **commissioner:** a member of the Council of Commissioners of the Board (including the Chairperson of the Board);
- b) **school administration:** the school Principal and the Community Education Administrator;
- c) **years of continuous service of an employee:** as determined in the collective agreements and regulations for Senior Staff Members.

2) Recognition

Object

2.1. The Office of the Director General ensures that eligible commissioners and employees receive:

- a) a plaque underlining their contribution;
- b) a gift;
- c) a letter of recognition signed by the Chairperson of the Board.

Information to be given

2.2. The names of persons eligible for recognition are provided to the Director General and the concerned school administration as follows:

- a) for retiring employees: the list is provided by the Director of Human resources before the end of each school year;
- b) for commissioners: the list is provided by the Secretary General after each election.

Gifts

2.3. Based on the allocated amounts established below, the gifts to be presented could be:

- a) gift certificate;
- b) art work;
- c) Cree arts and crafts;
- d) items with the logo of the Board.

Value/ gift

2.4. The gift to be given may have a value up to the following amounts:

- a) for a commissioner: \$250.00;
- b) for an employee: \$150.00, increased by \$10.00 for each additional full year of service rendered after 10 years. However, the total value of the gift shall not exceed \$250.00.

3) Gathering Ceremonies

Responsibilities

3.1. A recognition gathering should be organized to give out the recognition rewards and publicly acknowledge the contribution of the commissioners and employees. Therefore, the responsibility for organizing a recognition gathering is assumed as follows:

- a) General Administration: for the commissioners as well as for the employees attached to the head office in Mistissini;
- b) each department: for regional employees not attached to the head office in Mistissini;
- c) each school administration: for employees attached to their school.

4) Application of this Administrative Policy

[Non eligibility](#) **4.1.** Employees who leave the Board following a dismissal or a Commissioner who was disqualified from holding his office are not eligible to benefits granted in this Administrative Policy.

[Previous provisions](#) **4.2.** The present Administrative Policy replaces all other Administrative Policies of the Board pertaining to this subject, if any, while respecting the Council of Commissioners Policies where applicable. If the Council adopts such Policies, the provisions of these Policies will be integrated into this Administrative Policy for the benefit of the reader.

[Official version](#) **4.3.** The official version of this Administrative Policy and procedures is kept by the Secretary-General of the Board.

[Responsibility](#) **4.4.** The Director-General is the person responsible for the application of this Administrative Policy.