

Background

The success of the Division is dependent upon the efforts of individuals whose contributions result in effective and excellent learning environments for our students. The Division wishes to officially recognize both exemplary achievement and employee long service.

Long Service Awards

Long Service Awards are recognition of an employee's dedication and service to the Division as outlined in Policy 21 Long Service Awards and Recognition.

Retirement / Resignation Award

Retirement/Resignation Awards are recognition of an employee achieving 20 or more years of service at the time of their retirement/resignation from Pembina Hills School Division as outlined in Policy 21 Long Service Awards and Recognition.

Exemplary Achievement Award

Any student, parent, colleague, administrator or contractor can nominate any employee, contractor, parent volunteer or community member who meets or exceeds the criteria as detailed below.

Procedure

1. An individual may receive an award more than once if the recognition is for a different exemplary achievement than the previous award.
2. Awards are eligible for Exemplary Teacher, Exemplary Support Services, Exemplary Parent Volunteer, Exemplary Community Partner or Exemplary Contractor Service.
3. The nomination criteria for exemplary achievement is as follows:

Exemplary Teacher OR Exemplary Support Service:

- has a minimum of three years' experience within Pembina Hills School Division;
- 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 position;
- contributes to the overall vitality of their school or department;
- challenges students to think independently, creatively, and critically.

Exemplary Parent Volunteer OR Exemplary Community Partner:

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

Exemplary Contractor Service:

- has a minimum of three years' experience within Pembina Hills School Division;
- 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 positive role model for students;
- enhances the image and profile of their chosen profession;
- contributes to the overall vitality of their school or department.

4. Nomination process

a. Nominators will:

- i. complete the corresponding Nomination Form and submit it along with supporting documents (letters from co-workers, staff, students, parents etc.) to the Recognition Committee via Human Resources.
 - Nominations not accompanied by at least one supporting document will be returned.
 - All nominations must be supported by the principal or supervisor.

b. The Recognition Committee will review the nominations received and identify the successful Exemplary Achievement Award winners.

c. A nomination does not automatically constitute an award being granted, therefore nominees must not be notified of their nomination.

d. Once an Exemplary Achievement Award winner has been identified, the nominator will be contacted.

5. Presentation of the Exemplary Achievement Award

a. A student or other representative shall present, in the individual school/department setting, to the Exemplary Achievement Award winner.

b. After the presentation, Human Resources will announce the Exemplary Achievement Award through an internal email. If permission is granted by the recipient, Communication Services will announce the Exemplary Achievement Award on the Division website.

c. The Exemplary Achievement Award documentation will be placed in the Employee's personnel file. Parent Volunteers and Community Partners will receive copies of the documentation.

Reference

[Policy 21 Long Service Awards and Recognition Exemplary Achievement Award Nomination Form](#)