

STAFF RECOGNITION - USE OF DIVISION FUNDS

Background

During the course of operations, there are occasions when a Division leader may wish to recognize a staff member with a gift. These items may be given to create and support a sense of pride in relation to an employee's service to the Division, recognize the important contributions that employees make in serving their school communities and the Division or to recognize a specific achievement related to their employment. The following parameters are provided in order to ensure fiscal prudence with respect to Division funds, equitability amongst all employees and alignment between staff recognition and external rules and parameters including those emanating from Canada Revenue Agency and all collective agreements.

All staff should refer to [Administrative Procedure 407 Conflict of Interest - Employees](#) with respect to providing and receiving gifts.

This Administrative Procedure does not apply to gifts or meals purchased with non-Division funds. (ie. staff social funds or social committee funds)

Procedures

1. General Gifts:

- 1.1. There are times of the year when items of small value may be given to employees to build a sense of pride, community or teamwork. There are also times when a leader may want to acknowledge operational days of note (i.e. start of school year, year-end, team-building event). General gifts also include the provision of clothing or merchandise with Division or school logos and gift cards. The total dollar value of these general gifts shall not exceed \$100 per staff member per year.
- 1.2. Gift card purchases are to be specific in their purpose and can only be used at a single retailer or a group of retailers identified on the card and the terms and conditions of the gift card clearly state that amounts loaded to the card cannot be converted to cash. Examples would be gift cards to Starbucks, Tim Horton's, Chapters, etc. Each gift card cannot exceed \$25.
- 1.3. School team apparel given to coaches and leaders would not be considered a gift. (ie. shorts, t-shirt, coaching bag, sweatshirt, coat, etc.)

2. Gifts Recognizing an Achievement Related to the Employee's Work or Education/Credentialing:

- 2.1. Division leaders may wish to acknowledge an employee for an employment or educational achievements or milestones, such as achieving a continuous contract or obtaining a degree, certification, or credential. This recognition could take the form of a cake, flowers, lunch, a plaque, or another type of small item. The value of such recognition shall not exceed \$50.

3. First Nations, Métis, and Inuit Traditional Teaching and Ceremonies:

- 3.1. Generosity is a core piece of traditional First Nations, Métis, and Inuit culture, and the practice of gift giving has unique significance in many indigenous communities. Gifts show appreciation of knowledge that is exchanged, and show respect to the receiver of the gift as well as to their family and ancestors. Elders, knowledge keepers, indigenous community members, members of the First Nations, Métis & Inuit department, and other Wolf Creek Public Schools employees who identify as First Nations, Métis or Inuit will be given traditional protocol (tobacco pouch for First Nations) for sharing their traditional teachings, wisdom and guidance. A gift may also be given along with protocol. The gift may be up to \$300 per teaching/ceremony, and amounts should first be discussed with the Director of Indigenous Education and Reconciliation. Gifts may include but are not limited to:

- 3.1.1. Cash honorarium (discussed with Director of Indigenous Education and Reconciliation)
- 3.1.2. Blankets
- 3.1.3. Prints or Fabric
- 3.1.4. Food or Meals
- 3.1.5. School and School District Apparel & Promotional Goods

4. The Provision of Meals:

- 4.1. Meals during a working session – there may be occasions when employees are required to attend to their job duties for an extended portion of the workday that includes a specific mealtime. The cost of the meal provided by the Division during these working sessions shall not exceed the Division-established maximum per diem rates without receipt, as found on the Division's employee expense reimbursement form.
- 4.2. Meals during a social gathering – Schools or departments can spend division funds on up to two (2) social gatherings or meals per school year to recognize milestones throughout the school year. The cost of the social gathering or meal provided by the school or department shall not exceed the Division-established maximum per diem rate without receipt as found on the Division's employee

expense reimbursement form. Any social gatherings or meals beyond the two (2) shall be covered personally by the employees affected or through staff social fees.

5. **Retirement** – The Board hosts an annual, formal retirement banquet to acknowledge all retirees and long-term service employees and to provide a gift. Gift is determined by the Board.
6. **Non-Monetary Recognition of Staff** – there are many ways for leaders to recognize staff, both formally and informally, for exceptional effort and/or performance. These include words of praise, cards of thanks, public acknowledgement at a staff meeting, and a formal letter of recognition.

Reference: [Education Act](#) Section 51, 52, 53, 54, 197,229
[Canada Revenue Agency - Gifts, Awards and Long-Service Awards](#)

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