



## Guidelines for Staff Acknowledgements

### Administrative Procedure 2.A.22

---

**Board Governance Policy Cross Reference:**

**Legal Reference: Public Schools Act**

---

**Date Adopted: March 2004**

**Date Amended: December 2016; June 2018; March 2020**

---

Evergreen School Division wishes to demonstrate caring and wants to acknowledge the times of joy and sadness that happen in our lives.

#### **Bereavement:**

Evergreen School Division will make a donation of \$50 to:

- Evergreen Foundation of Manitoba Inc. or to
- a charity of choice

These acknowledgments are for immediate family members of current employees/ trustees (spouse, children, brother, sister, parents, parent in-laws).

#### **Illness:**

Evergreen School Division will purchase flowers, a fruit basket, or the like, to a maximum of \$50, after a current employee/ trustee has been ill or hospitalized for 10 consecutive days.

#### **Congratulations:**

Evergreen School Division will send a *letter of congratulations* to a current employee/ trustee who

- completes a degree
- receives a special honour
- receives an award, etc.

Evergreen School Division will send a *card* for

- an addition to the family
- marriage
- acknowledging the death of a recently retired employee (ie. within 12 months)

**PROCESS:**

Principals/Supervisors to inform ESD Education Support Center (ESC) as soon as possible by phoning the office or using **2.A.22 A: Acknowledgements Form.**