



Guidelines for Staff Acknowledgements Administrative Procedure 2.A.22

2.0 Human Resources
2A Foundations

Board Governance Policy Cross Reference:

Legal Reference: *Public Schools Act*

Date Adopted: March 2004

Date Amended: December 2016, June 2018, March 2020, February 2025

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 up to \$75 to a charity of your choice, or will purchase flowers, a fruit baskets, or the like, to maximum of up to \$75. These acknowledgments are for immediate family members of current employees/trustees (spouse (including common-law or same sex spouse) child (including step/foster), parent, grandchild, parent-in-law, grandparent, brother or sister, brother-in-law, sister-in-law).

Illness:

Evergreen School Division will purchase flowers, a fruit basket, or the like, to a maximum of up to \$75, after a current employee/trustee has been ill or hospitalized for ten (10) consecutive days.

Congratulations:

Evergreen School Division will send a *letter of congratulations* to current employees/trustees 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 (i.e. within 12 months)

PROCESS:

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