



## Administrative Procedure 414

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### 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 413 - Conflict of Interest](#) with respect to providing and receiving gifts.

#### Procedures

1. **General gifts** – 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 religious or operational days of note (i.e. new school year, Christmas, Easter, Year-end). General gifts also include the provision of clothing or merchandise with Division or school logos. The total dollar value of these general gifts shall not exceed \$75 per staff member per year.
2. **Gifts recognizing an achievement related to the employee's work or education/credentialing** – 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 \$25.
3. **The provision of meals** – there are times when a group of employees that are part of a department, school or other work unit join together for a meal.
  - a) 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 per diem allowance for an equivalent meal in [Administrative Procedure 513 - Travel Expenses](#).
  - b) Meals during a social gathering – Division funds shall not be spent on social gatherings or meals that are not essential to the work of the person/group. These expenses shall be covered personally by the employees affected or through staff social fees.



4. **Retirement** – The Division hosts an annual, formal retirement banquet to acknowledge all retirees.
  - a. Should schools or sites choose to host a retirement celebration in addition to the Division’s annual retirement banquet, the value of any Division funds spent on that celebration shall not exceed \$200.00 per retiree. Additional dollars from social funds may be used to supplement this amount. Staff shall refer to [Administrative Procedure 169 - Possession and Consumption of Alcohol and Cannabis](#) when planning any social function.
  - b. The Division also provides for a retirement gift program managed by Human Resources. Schools or sites shall not use Division funds to purchase gifts for retirees in addition to or to supplement this program. The retirement gift will be a cash award of \$20 per year of service to a maximum of \$500 (less statutory deductions).
5. **Gift cards** – gift cards are considered a taxable benefit. Because it is an onerous task to monitor and report this, employees must not to be provided gift cards as gifts when purchased by Division funds.
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.

Adopted: April 3, 2000

Reviewed/Revised: June 28, 2013, June 30, 2017, September 22, 2020, February 5, 2021

Reference: Education Act, Sections 51, 52, 53, 54, 197, 229