

## Administrative Procedure 415

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# AWARDS, RECOGNITION AND HOSTING

## Background

Appropriate provision of awards, recognition functions, and hosting of guests can make an important contribution to productive morale and relationships within the District and community.

Included among such activities are: retirement receptions; recognition or appreciation dinners for employees or volunteers; presentation of long-service pins or certificates; provision of suitable retirement gifts; hosting of a business meeting dinner with other governmental representatives or employee groups.

## Procedures

1. Without limiting the general application of this administrative procedure, the following awards, recognition, or hosting activities are expressly approved by the Board:
  - 1.1 Annual joint receptions for retiring and twenty-five (25)-year employees, open to all staff and honoured guests' families.
  - 1.2 Provision of twenty-five (25)-year pins and certificates to employees.
  - 1.3 Presentation of a suitable gift to retirees. Approximate costs, unless altered by agreement of trustees, will be calculated as follows:
    - 1.3.1  $0.025\% \times \text{maximum teachers' salary} \times \text{years of service}$ .
    - 1.3.2 Minimum calculation is ten (10) years.
  - 1.4 Hosting of an occasional business meeting dinner for the executive of an employee or parent group.
2. Award, recognition, or hosting events involving District expenditures must have the prior approval of the Superintendent or the Board.
3. Provision of alcoholic beverages at any District function shall be done in moderation as appropriate to a public and educational body. In particular, provision may be made for a moderate amount of wine at a hosted dinner or reception, but an "open bar" is considered inappropriate.
4. All such events shall normally be held in a Delta location.

Reference: Sections 20, 22, 23, 65, 85 School Act