



## Directive on the Recognition of Employees and Elected Representatives

<b>Department responsible:</b> General Administration	<b>Approved by:</b>  _____ Director General
<b>Effective date:</b> January 1 <sup>st</sup> 2003	<b>Amended:</b> October 17, 2006, September 2012, November 18, 2013, March 18, 2015 and October 18, 2016.
<b>Reference:</b> Policy CC-2000/01-07, CC-2006/2007-03, 2014/2015-44 and CC-2016/2017-01	

***Underlined article numbers identify provisions already adopted by the Council of Commissioners***

The Board believes that dedicated and experienced employees and elected representatives are important in meeting the educational objectives of Nunavik. In this respect, the Board wishes to officially recognize the services of long-term employees and elected representatives. Also, the Board wishes to show them its support in other special circumstances.

### **1. Premises**

1.1 [purpose](#) The purpose of this Directive is:

- a) to recognize long serving employees and elected representatives of the School Board at the milestones of accumulated service;
- b) to recognize an employee who is voluntarily leaving the Board or who is retiring;
- c) to show the Board's support to an employee or elected representative in other circumstances such as the birth of a child, hospitalization or death of a relative.

### **2. General principles**

2.1 [definitions](#) In this Directive, the following words or expressions mean:

- a) **elected representative:** a school commissioner, an education committee member or the Kativik Regional Government representative sitting on the Council of Commissioners;
- b) **extended family member:** grand-parents and grand children

as well as 1<sup>st</sup> degree aunts, uncles, nephews and nieces;

- c) **gift certificate**: a gift certificate from FCNQ, Northern Stores or any other store or business;
- d) **immediate family member**: the father, mother, spouse, child or sibling of the employee or elected member;
- e) **retirement**: when an employee has a minimum of 10 years of services and is at least 55 years of age when he retires.

2.2 [funding](#) Unless otherwise provided, all gifts and awards come from the public relations budget of General Administration.

## Employees

### **3. Recognition of years of service / employees**

3.1 [10 years of service / Evie Ikidluak award](#) An employee who has devoted 10 years of service to KSB receives the Evie Ikidluak Award represented by a framed drawing by an Inuit artist.

3.2 [20 years of service / Mitiarjuk Napaaluk award](#) An employee who has devoted 20 years of service to KSB receives the Mitiarjuk Napaaluk award represented by:

- a) a certificate of appreciation, and
- b) a gift certificate worth \$400.00.

3.3 [30 years of service / Elisapee Tukkiapik award](#) An employee who has devoted 30 years of service to KSB receives the Elisapee Tukkiapik award represented by:

- a) a certificate of appreciation, and
- b) a gift certificate worth \$600.00.

3.4 [40 years of service / Ellashuk Pauyungie](#) An employee who has devoted 40 years of service to KSB receives the Ellashuk Pauyungie award represented by:

- a) a certificate of appreciation, and
- b) a gift certificate worth \$1,000.00

3.5 [indexation](#) The Director General may increase every 5 years the value of the gift certificates by an amount not exceeding the rate of inflation calculated by the Consumer Price Index for that period.

### **4. Recognition at the retirement of an employee**

4.1 [after 10 years of service](#) An employee who retires after at least ten years of service with the Board receives a gift, the value of which is established as follows:

- a) between 10 and 14 years of service: \$15 per year;
- b) between 15 and 19 years of service: \$20 per year;
- c) between 20 and 24 years of service: \$25 per year;
- d) between 25 and 29 years of service: \$30 per year;
- e) 30 years of service and more: \$35 per year.

4.1.1

*The above gift may take the form of either:*

- *Inuit art work;*
- *something specific to the person;*
- *a gift certificate.*

*Under no circumstances shall cash be given to the person.*

4.2

[farewell session](#)

The Department Head or Centre Director is responsible for organizing the farewell session of an employee. A basic financial contribution for cake, refreshments and coffee may be obtained from the public relations budget of General Administration.

## **5. Recognition of a voluntary or other leave of an employee**

5.1

[department or school](#)

The giving of a gift or the organization of a farewell session in the case of a voluntary leave of an employee is up to the department or school, who may take up a collection for this occasion.

5.2

[15 years of service](#)

The employee who is voluntarily leaving and who has been with the Board for at least 15 years of service receives an award represented by a framed drawing by an Inuit artist.

5.3

[other leaves](#)

This section applies to an employee who is leaving as a result of the application of a collective agreement or other provisions regarding working conditions (i.e. staff surplus, etc.).

## **6. Years of service for employees/ calculation**

6.1

[application](#)

A year of service is acquired when an employee has been working for the Board for one year as an employee, regardless of percentage of workload.

6.2

[interruption](#)

The following will interrupt, but not cancel, the years of accumulated service: in cases when the employee is on a leave of absence without salary for personal reasons, or other, for 6 months or more.

6.3

[exception](#)

The Executive Committee may in special circumstances make an exception to cover specific situations.

6.4

[list prepared by human resources](#)

Based on the information updated to the previous June 30<sup>th</sup>, a list of employees who are eligible for recognition is prepared by Human Resources and sent to the Public Relations Officer before September 30<sup>th</sup>.

## Elected Representatives

### **7. Recognition of years of service / elected representatives**

- 7.1 [commissioner/  
one term](#) A commissioner who has completed at least one three-year term and who will no longer be serving the Board receives an inscribed plaque of recognition and appreciation for his years of service.
- 7.2 [education  
committee/ two  
terms](#) An Education Committee member who has completed at least two two-year terms receives an inscribed plaque of recognition and appreciation for years of service.
- 7.3 [list prepared by  
the secretary-  
general](#) The list of elected representatives who are eligible for recognition is prepared by the Secretary-General within one month following the elections and given to the Public Relations Officer.

### **8. Gift and awards / value, presentation, etc.**

- 8.1 [purchasing](#) The Public Relations Officer is responsible for obtaining the necessary awards and gifts.
- 8.2 [presentation  
at the  
administrative  
center](#) At the administrative center, the presentation of the awards and gifts should take place during a full gathering of the staff of the administrative center. The Public Relations Officer, in co-operation with the Director General, the Department Head involved and the Executive Committee (if they so wish in case of elected representatives), will decide the best venue for the presentation.
- 8.3 [presentation in the  
communities](#) In the communities, the presentation of the awards and gifts should take place during a full gathering of the staff of the school. The Education Committee, in co-operation with the school administration, will decide the best venue for the presentation.

#### **Procedure**

- 8A) [best venue](#) *Christmas and year-end festivities seem to be the venues of choice for the presentation of awards and gifts.*

### **9. Other occasions**

- 9.1 [birth](#) Flowers are sent on behalf of the Board to the employee or commissioner who has given birth, or whose wife has given birth.
- 9.2 [hospitalization](#) Flowers are sent on behalf of the Board to the employee or commissioner who is hospitalized or during his convalescence.
- 9.3 [death](#) Flowers to the family or a donation to charity are sent on behalf of the Board upon the death of a student, elected representative or immediate and extended family member, or of an employee or immediate and extended family member.

**Procedure**

- 9A) [requests](#) *The Centre Director or the Department Head involved ensures that a request is sent to the Public Relations Officer who will take care of the above.*
- 9B) [information](#) *The request must include a full address, the maiden name for*  
[required](#) *hospitalization and the name of the family member who is deceased.*

**10. Final provisions and Application of this Directive**

- 10.1 [omission](#) Should there be any discrepancy or omission in the application of this directive, the employee or elected representative who would have otherwise benefited from one of its provisions shall immediately inform the Board.
- 10.2 [previous](#) The present directive replaces all other directives of the Board  
[provisions](#) pertaining to this subject, while respecting the policies adopted by the Council of Commissioners where applicable. If such policies are adopted, the provisions of these policies will be integrated into this directive for the benefit of the reader.
- 10.3 [responsibility](#) Any person referred to in this Directive must abide by all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected.

The Associate Secretary General is the person responsible for providing support in the interpretation of this Directive and to ensure its revision when necessary.