Policy Statement

COMMISSION SCOLAIRE WESTERN QUÉBEC SCHOOL BOARD	**Policy No. F-19**
SUBJECT: Recognition	
Approval Date: April 28, 2026	**Resolution No: C-25/26-114**
Revision Date:	**Resolution No:**
Origin: Human Resources Committee	

SECTION 1: OBJECTIVE

The Western Québec School Board (WQSB) deeply appreciates the commitment and contributions of its employees, parents, volunteers, and all individuals who have devoted their time, effort, and careers to fostering the success of our students and strengthening our community.

This policy is developed to recognize their implication in the success of the organization.

SECTION 2: RECOGNITIONS SUPPORTED UNDER THIS POLICY

Daily Recognition:

Daily recognition aims to highlight employees' efforts, positive behaviors, and contributions in a simple and spontaneous way. It may take the form of a thank-you, a word of encouragement, or a supportive gesture. All staff are encouraged to regularly express appreciation to foster a respectful, engaged, and collaborative work environment.

Recognition of Years of Service:

Board-wide initiative that recognizes the year of continuous service of an employee meaning the years of uninterrupted employment by an individual, typically used to represent their seniority within an organization.

Retirement Recognition:

Board-wide initiative that recognizes retiring employees who have completed a minimum of five years of continuous service with the WQSB.

Board Award of Recognition:

Board-wide initiative to recognize individuals (not necessarily employees) who have made a significant positive impact on the school/centre/department
environment by demonstrating collaboration, enthusiasm, generosity, and a commitment to wellbeing.

Eligibility:

Nomination Process:

- Complete a nomination form.
- Submit three letters of support.
- Provide a description of the nominee's contributions.
- Include a biographical statement.

Selection: Recipients will be selected by a central committee.

WQSB's Outstanding Volunteer / Citizen Award:

In school/centre initiative to recognize outstanding volunteers and citizens who have supported their school communities through public service and voluntary endeavours.

Eligibility: Candidates can be members of the larger school community (e.g., parents, retired employees, etc.), students, or employees of the Western Québec School Board and this award should only be given for exceptional service.

Selection: Recipients will be selected by a committee set up at each school/centre. Selection is based on the positive impact of the recipients' volunteer work on the school/centre community.

Gifts:

Gifts are non-monetary and cannot be exchanged for cash, gift cards, or vouchers.

SECTION 3: RECOGNITION EVENTS

The organization recognizes the value of the efforts, dedication, and achievements of all its employees. Acknowledging that everyone's contribution plays a vital role in advancing the organization's mission and objectives, we are committed to highlighting these efforts in a meaningful and tangible way.

To this end, board wide recognition will be provided during dedicated events. One or several recognition events may take place annually, and the location of these events may vary each year to be cost effective.

During these events, a small symbolic gift may be offered as a token of appreciation for the efforts made and the positive impact employees have within the organization. The suggested gifts are as follows:

Recognition	**Suggested Gifts**
Recognition of Years of Service:	• Beginning of year 1: WQSB Pin, WQSB Pen and WQSB Notebook • 5 years: Certificate of recognition • 10 years: WQSB Pin with #10, Pen set • 20 years: WQSB Pin with #20, Personalized plaque • 30 years: WQSB Pin with #30, Engraved Award (Crystal recommended) • 40 years: WQSB Pin with #40, Personalized gifts (up to $250)
Retirement Recognition:	• A gift with a suggested value of $10 per year of continuous service. • A personalized message of appreciation from their manager.

Board Award of Recognition:	• Personalized plaque
WQSB's Outstanding Volunteer / Citizen Award:	• Personalized plaque

SECTION 4: PROMOTION AND ADVERTISING

The School Board considers it essential to promote and publicize success. Accordingly, the Board will determine the most effective means of promotion and advertising (Web, Newspaper, …), which may vary from year to year. Regardless of the methods used, an archive of these events will be maintained and available for future reference.

SECTION 5: BUDGET

A budget allocation will be reserved as part of the annual budget planning process. Recommendation of 50$ by permanent employee to be adjusted annually.