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### **LHCS Statement of Purpose**

We believe it is our responsibility as Christians to raise children in the light of God's Word. The education of children must be Christ-centered, equipping them to become responsive disciples of Christ who seek the will of the Lord in all aspects of life.

### **LHCS Mission Statement**

Kitchener-Waterloo Christian School Society advances dynamic, excellent Christ-centered education through unconstrained facilities, exceptional programs, and extensive resources that cultivate responsive disciples of Christ.

### **LHCS Vision Statement**

As a diverse community, Kitchener Waterloo Christian School Society intentionally engages God's world, locally and globally, through distinctive educational programming, strategic partnerships and sustainable growth.

Effective Date: <b>September 1, 2012</b>	Review Date: <b>2017</b>
Revision Date(s):	Committee: <b>Board of Directors</b>

## **Policy 110 – Staff Recognition Policy**

### **Policy Statements**

1. Laurentian Hills Christian School operates as a community, and the Board of the Kitchener Waterloo Christian School Society believes that timely recognition of the significant and unique contribution of staff members serves to encourage and affirm staff in their role, and strengthens the school community by doing so. Accordingly, the Board recognizes staff in the following ways.
2. Roles and Responsibility:
  - 2.1. The Board of Directors: will outline standards for staff recognition for the following areas:
    - welcome of new staff
    - voluntary departure of staff
    - years of service awards
    - Christmas gift
    - significant life events
    - retirement from LHCSThe Board will make funds available through the budget process.  
The Board will delegate to the Board Secretary responsibility for coordinating such recognition, and/or liaising with administration and/or staff in doing so.
  - 2.2. The COO (or his/her designate): will provide the Board with the necessary information (concerning staff tenure) to facilitate these service awards.

- 2.3. The Office Administrator: will ensure appropriate records are kept for the Board to track its history in this area over time.

### **Procedures**

1. The Board will recognize new staff members through a formal introduction to the KWCSS members at the Fall Membership Meeting.
2. The Board will provide a farewell gift to staff voluntarily leaving LHCS, after more than 5 years of continuous service at this school. The gift should equal in value to 10% of a day's salary for each year of service (to a maximum of 9 years).
3. Staff members will be recognized upon achieving the following thresholds for years of continuous service at LHCS: 5, 10, 20, 30 and 40 years. Appropriate gifts will be offered at the Fall Membership Meeting to mark these milestones. The value of the gift will be 10% of a day's salary, for each year of service. The service period does not differentiate between full-time or part-time status.
4. Each staff member will receive a token of appreciation from the Board at the Christmas Break. The value of the gift will approximate 25% of a day's pay.
5. In events such as marriage, birth of children, significant illness, or bereavement, the Board will provide suitable recognition. The value of the gift will range between \$50 and \$100.
6. For staff members who retire from LHCS, special recognition is given. The Board shall appoint a designate to collaborate with a staff committee to plan a suitable celebration to recognize the event and provide a gift of appreciation. The value of the gift will vary depending on the period of service.
  - 6.1. Up to 15 years of service at LHCS – gift valued at 1 day of pay
  - 6.2. From 15 to 25 years of service at LHCS – gift valued at 2 days of pay
  - 6.3. Over 25 years of service at LHCS – gift valued at 3 days of pay.

### **Notes:**

The current supply teacher rate will be used for the calculation for pay (10%, 25%, 1 day, etc.). Service means continuous service at LHCS. In the case of Board-approved leave, the staff member does not lose prior service, but the leave period does not count towards the calculation of service.

Adopted April 24, 2012