

## ACKNOWLEDGMENTS TO STAFF

### Background

Human Resources, on behalf of Prairie South Schools, shall send an acknowledgement in accordance with the following:

### Procedures

1. Flowers or a donation of \$50 for the:
  - 1.1. Death of an employee
  - 1.2. Death of an employee's child or spouse
  - 1.3. Death of a student
2. A card for the:
  - 2.1. Death of an immediate family member other than a spouse or child
  - 2.2. Birth of a child
3. It will be the responsibility of the superintendent, principal or supervisor to notify Human Resources if an acknowledgement is to be sent in accordance with the above procedure.
4. The principal of the school or supervisor of a department may choose to send an additional acknowledgement on behalf of their staff.

June 12, 2018