

RECOGNITION OF SERVICE

Background

This procedure outlines the Board's commitment to honouring employee dedication through Recognition of Service Awards for long service and/or formal retirement from the Division.

Procedures

1. Recognition of Service Awards

- 1.1 Recognition of Service Awards are based on service by school year (ten (10) month year). Days accumulated for the purpose of long service awards are calculated on days the employee provided service. Days that an employee is not providing service include education leave, deferred salary leave, teacher exchange, unpaid portion of maternity/parental leave, unpaid sick leave, extended disability leave and personal leaves without pay of twenty (20) or more working days.
- 1.2 In order to qualify for a Recognition of Service Award an employee must:
 - 1.2.1 Have served the Division continuously for the required number of years; and
 - 1.2.2 Still be working at the Division or must have retired during the last school year or will retire at the end of the current school year.
- 1.3 The Division shall recognize employees who have provided service in five (5) year increments (i.e., 5-year, 10-year, 15-year, 20-year, etc.) in the following manner:
 - 1.3.1 Upon completing five (5) years of service, employees shall receive a thank you card and a monetary gift of \$30.00.
 - 1.3.2 Upon completing ten (10) years of service, employees shall receive a thank you card and a monetary gift of \$60.00.
 - 1.3.3 Upon completing fifteen (15) years of service, employees shall receive a thank you card and a monetary gift of \$120.00 award.
 - 1.3.4 Upon completing twenty (20) years of service, employees shall receive a thank you card and a monetary gift of \$180.00.
 - 1.3.5 Upon completing twenty-five (25) years of service, employees shall receive a thank you card and a monetary gift of \$240.00.
 - 1.3.6 Upon completing thirty (30) years of service, employees shall receive a thank you card and a monetary gift of \$330.00.
 - 1.3.7 Upon completing thirty-five (35) years or more of service, employees shall receive a thank you card and a monetary gift of \$390.00.

These awards are a taxable benefit and will be reported as such on your T-4. If you are interested in donating to a charitable organization of your choice you are free to do so personally. You will then receive a charitable donation receipt when donating to a registered charity.

Awards will be distributed during the month of June.

2. Formal Retirement

2.1 The Division shall honour its employees on their formal retirement provided that:

- 2.1.1 They have reached fifty-five (55) years of age and have ten (10) or more years of service; or
- 2.1.2 They have reached sixty (60) years of age and have served the Division for a minimum of five (5) or more consecutive years in a regular position (not sub, spare or casual); or
- 2.1.3 They have reached sixty-five (65) years of age with ten (10) or more years of service prior to being placed on Extended Disability and ASEBP has advised in writing that they are closing the Extended Disability file.

2.2 Retirement Awards

- 2.2.1 Employees shall be recognized with a thank you card, and a monetary gift of \$400.00.

3. Site-Based Recognition

- 3.1 Central Operations will provide a list of eligible award recipients to all sites as soon as possible after the deadline of March 31.
- 3.2 Each school or department within the Division shall formally recognize employees eligible for a Recognition of Service Award.
- 3.3 The Principal or delegate is responsible for determining the appropriate format for the recognition ceremony. As much as possible, these ceremonies should align with the personal preferences of the honourees while maintaining the professional standards of the Division.

Note: Once an employee receives a retirement Recognition of Service Award, they will not be eligible for any other award under this Administrative Procedure.

Adopted/Revised: JUN 2016/JUN 2019/NOV 2019/APR 2026

Reference: *Education Act* Sections 33, 51, 52, 53, 68, 198, 202, 204, 205, 222, 225
Board Policy 2 Role of the Board
AP 410 Deferred Salary Leave Plan
AP 408 Leaves of Absence
AP 419 Employee Resignations
AP 424 Teacher Professional Development
AP 511 Budget Control and Financial Accountability