



## 403.1AP Long Service Recognition

**APPROVED:** 1996.08.21

**AMENDED:** 2012.11.28 (2003.06.18)

**REVIEWED:**

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### PROCEDURES:

1. Long service will be recognized after completion of every five (5) years of continuous service.
2. Employees and trustees will be recognized for years of service, not only consecutive years of service.
  - 2.1 Employees will be recognized for service, if on a board approved leave.
  - 2.2 Should there be a leave in excess of one (1) year, upon the employee's return to the Division service provided prior to the leave will be counted.
3. Only the service of a part-time or full-time employee will be recognized for purposes of this policy.
4. Subject to clause 2, length of service for the purposes of this procedure will be defined as the length of time that an employee has been employed by the Board.
5. A year of service for the purpose of this admin procedure will be considered when a minimum of three months of service was provided in a given school calendar year.
6. A list containing the long service award recipients will be published and emailed to all employees by the last school day in April for verification purposes. Discrepancies shall be reported to the Human Resources department by the last school day in May.
7. The following awards will be presented to employees:
  - 5 years – pin with 5 year bar
  - 10 Years -portfolio
  - 15 Years -brass apple
  - 20 Years -brass bell
  - 25 Years -crystal apple with wooden base
  - 30 Years -wrist watch
  - 35 years - certificate and \$100 donation to a charity of choice
  - 40 years -certificate and \$100 donation to a charity of choice
  - 45 years -certificate and \$100 donation to a charity of choice
  - 50 years -certificate and \$100 donation to a charity of choice
8. Awards will be presented at the annual Celebration Day held in October each year.