

## **RECOGNITION OF SERVICE AND EMPLOYMENT**

### **Background**

Provision shall be made by the Board to recognize employees who have provided long service and/or employees who are formally retiring.

### **Procedures**

#### **1. Long Service Awards**

- 1.1 Long 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/paternity 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 long service award an employee must:
  - 1.2.1 Have served the Division continuously for the required number of years;
  - 1.2.2 Still be working at the Division or must have retired during the last school year.
- 1.3 Each award recipient receives two (2) free banquet tickets for the event.
- 1.4 Trustees who do not get re-elected or do not run again will receive recognition at long services awards night if they have completed two (2) terms or eight (8) years of service.
- 1.5 The Division shall recognize employees who have provided long service in five (5) year increments (i.e. 5 year, 10 year, 15 year, 20 year etc.) in the following manner:
  - 1.5.1 After five (5) years of service employees shall receive a thank you card and a gift of their choice or donation in their name (\$25.00 value).
  - 1.5.2 After ten (10) years of service employees shall receive a thank you card and a gift of their choice or donation in their name (\$50.00 value).
  - 1.5.3 After fifteen (15) years of service employees shall receive a thank you card and a gift of their choice or donation in their name (\$100.00 value).
  - 1.5.4 After twenty (20) years of service employees shall receive a thank you card and a gift of their choice or donation in their name (\$150.00 value) and a commemorative twenty year pin.
  - 1.5.5 After twenty-five (25) years of service employees shall receive a thank you card and a gift of their choice or donation in their name (\$200.00 value) and a commemorative twenty-five year pin.
  - 1.5.6 After thirty (30) years of service employees shall receive a thank you card

and a gift of their choice or donation in their name (\$275.00 value) and a commemorative thirty year pin.

- 1.5.7 After thirty (35) years or more of service employees shall receive a thank you card and a gift of their choice or donation in their name (\$325.00 value) and a commemorative year pin.

## 2. Formal Retirement

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

- 2.1.1 They are formally retiring and are serving the Division at the time of retirement; and
- 2.1.2 They have reached sixty (60) plus years of age by June 30 of the year of their retirement and 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 fifty-five (55) years of age by June 30 of the year of their retirement and have ten (10) or more years of service; or
- 2.1.4 They have reached fifty-five (55) years of age by June 30 of the year of retirement with fifteen (15) or more years of service in the role from which they are retiring from, qualify for the retirement award with Peace River School Division if they have not been recognized for a retirement award by any other School Division prior to their retirement from PRSD; or
- 2.1.5 They have reached sixty-five (65) years of age by June 30 of the year of retirement 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 gift of their choice or donation in their name (\$325.00 value) and a commemorative retirement pin, with sapphire.
- 2.2.2 Retirees will be guests of the Division at the Annual Awards and Recognition Night.

Note: Once an employee receives a retirement award he/she will not be eligible for any other award under this Administrative Procedure.

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

Reference: Section 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act