

## **Saskatchewan Rivers School Division No. 119 Policy Manual**

**Policy Name: Employee Recognition**

**Policy Type: Employees**

Number: 3070

Date Approved: November 28, 2005

Legal Reference:

---

The Board of Education believes employees should be recognized for their service with the school division.

Employees shall be recognized:

- (a) In an appropriate and personal manner;
- (b) In a manner that is uniform across the school division;
- (c) During a recognition event to be scheduled for an appropriate date during the school year. The extent of the event will be determined on an annual basis during the budget process.

# Saskatchewan Rivers School Division No. 119

**Policy Name: Employee Recognition**  
Number: 3070

---

## ADMINISTRATIVE PROCEDURES

1. All staff will be honoured for service at 10, 15, 20, 25, 30, 35, and 40 year and at retirement at an annual recognition event. Years of service will be counted from the Board of employment at the time of amalgamation.
2. Guests for the event will include all honourees, trustees, senior administration, and a school-based administrator. All of the above will have the opportunity to invite a spouse or guest. Retirees will have the option to invite family members but will be expected to cover the cost of the meal for these guests.
3. Entertainment for the evening will be background music before, during and after the meal.
4. Retirees will not be requested to speak at the event. The Board Chair or designate may say a few words about each of the retirees.
5. Recognition awards are as follows:
  - 10 years bronze pin
  - 15 years silver pin
  - 20 years engraved pen set
  - 25 years apple/engraved holder
  - 30 years gold pin
  - 35 years engraved plaque (6 x 8)
  - 40 years engraved plaque (8 x 10)
  - retirement \$150.00 cheque