

Administrative Procedure 465

EMPLOYEE RECOGNITION

Background

The Division believes employees should be recognized for their service with the Division.

Employees shall be recognized:

- In an appropriate and personal manner;
- In a manner that is consistent across the school division;
- 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.

Procedures

1. All staff will be honoured for long service 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. Recognition awards are as follows:
 - 10 years bronze pin
 - 15 years silver pin
 - 20 years engraved pen set
 - 25 years marble apple/engraved holder
 - 30 years gold pin
 - 35 years engraved clear apple
 - 40 years engraved clock
 - 45 years engraved watch
 - retirement \$150.00 cheque

Approved: May 12, 2014