

## Administrative Procedure 465

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# EMPLOYEE RECOGNITION

### Background

The Division believes employees should be recognized for their years of 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. Uninterrupted years of service will be counted from the date of the employee's most recent hire by any of the following school divisions:
  - Saskatchewan Rivers Public School Division
  - Prince Albert Public School Division
  - Prince Albert Rural School Division
  - Kinistino School Division
  - Parkland School Division
  - Carlton Comprehensive High School Board
2. Recipients of 20, 25 and 30 years of service and retirees will be honoured at an annual recognition event.
3. All other long service recipients will receive their recognition at their work location.
4. Recognition awards are as follows:
  - 10 years        bronze pin/certificate
  - 15 years        silver pin/certificate
  - 20 years        gold pin/certificate
  - 25 years        marble apple/engraved holder
  - 30 years        gold diamond pin/certificate
  - retirement     \$50.00/certificate

*Approved: May 12, 2014*

*Revised: April 16, 2018; April 8, 2019*