

LONG SERVICE \ RETIREMENT RECOGNITION

Background

The Division recognizes and values the contributions of its staff. Long-term employees are recognized for their service and honoured upon their retirement.

Procedures

1. An employee will be honoured after five years of continuous service (without resignation) and once every five years thereafter.
2. Employees achieving long service recognition will receive the following gifts:

5 years of service	-	engraved plaque
10 years of service	-	\$50 gift card
15 years of service	-	\$75 gift card
20 years of service	-	\$100 gift card
25 years of service	-	\$125 gift card
30 years of service	-	\$150 gift card
35 years of service	-	\$175 gift card
40 years of service	-	\$200 gift card
45 years of service	-	\$225 gift card
3. In addition to the recognition noted in (1) above, an employee who retires after ten or more years of accumulated service shall be honoured and presented with a gift of \$100.00 for ten years of service plus an additional \$10.00 value for each full year of service rendered thereafter. The Division may, at its discretion, alter the amount of the gift upon retirement of an employee.
4. Leave, including a Personal or Professional Leave(s), of more than one calendar year will not be considered as qualifying service.
5. Maternity Leave(s) of 18 months or less will be considered as qualifying service.
6. An employee with five consecutive years of service will be presented with an appropriately engraved plaque upon which a medallion marked "5" is affixed, and thereafter will, following every five years of additional continued employment, be presented with another medallion similar to the original one indicating thereon the employee's total years of continuous employment.
7. Continuous service is defined as continuous employment with no break in service of longer than six months.

Reference: Section 52, 53, 222, Education Act

Amended: March 2023