

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

<i>Section</i>	PERSONNEL	
<i>Management Guideline</i>	RECOGNITION OF LONG TERM SERVICE	
<i>Applicable Policy</i>	RECOGNITION OF LONG TERM SERVICE	712

Board Approved: June 25, 1999

Time Lines for Implementation

1. During the first three months of the calendar year, staff will prepare the lists of employees who have achieved:
 - (i) 10 years (or 10+ years, in year 1999 only);
 - (ii) 24 or 25 years, with the Superior-Greenstone District School Board and any of its predecessors boards, in the previous calendar year.
2. At the April board meeting, of each year, this list by categories above, will be provided to the board or a duly constituted committee of the board.
3. 10 Year Award
 - i) Principals or managers of the places where these employees work will plan to have the recognition take place by June 30 of that year in the local community. Principals will invite the local trustee, school council representative, senior administration and the recipients to the school community council meeting where these individuals will be recognized and presented with their pins.
 - ii) The Director of Education, or designate, will assure that a media release is prepared for the local paper.
4. 25 Year Award
 - i) The Director of Education will invite the recipient(s) to an appropriate board meeting to be concluded by the end of October of each year, where the employee will be presented with a gift and photographs taken. The recipient's spouse and Principal or Manager will be invited.
 - ii) The Director of Education will ensure that the media release is prepared and distributed to all local papers.

Recognition

The recognition award shall include the following:

1. 10 Year Service
 - i) A specially designed 10-year service pin based upon the logo;

- ii) Presentation of this award by the local trustee and senior administration or designates at a local event i.e. staff meeting, school council meeting or open house;
- iii) Public recognition of service achievement through media release and congratulatory mention in board minutes;

2. 25 Year Service

- i) Appreciation award, suitably engraved;
- ii) Presentation to the Board of Trustees or a representation thereof;
- iii) Public recognition of service achievement;
- iv) Name and photograph record, as maintained by the Board.