

## **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

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

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Board Approved: June 25, 1999

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### ***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 as of September 1st.~~

In the first three months of the calendar year, staff will prepare the lists of employees who have achieved: 10 years or 25 years service with the Superior-Greenstone District School Board and any of its predecessor boards, as of September 1<sup>st</sup> of that calendar year.

2. At the April board meeting, of each year, the **long term service** list ~~by categories above,~~ will be provided to the board or a duly constituted committee of the board.

3.0 The long term service list as noted in 2.0 above will include the following:

- (a) name and location;
- (b) type of service;
- (c) record of service;
- (d) date at which ten (10) years and twenty-five (25) years achieved.

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 or designate ~~will invite the recipient(s) to an appropriate board meeting to be concluded~~ will plan to have the recognition take place before ~~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.

### **Years of Service**

1.0 Years of service shall be understood to be an employee's normal work-term. For example, teachers who provide service during the normal ten (10)-month school year shall be deemed to have accumulated one (1) year of service.

1.2 Years of service shall include regular holiday entitlements.

1.3 Breaks in service are not counted. A break in service does not make an employee ineligible to receive this award.

1.4 All celebrations are to be concluded by October of each year.

1.5 Partial service shall be calculated in blocks that must equal at least one month. Smaller fractions may be carried forward, but will not be applied unless in the aggregate they equal a "month of service."

### **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.

### **RECOGNITION**

#### **1.0 Long Term Service**

The long term service recognition award shall include the following:

## 1.1 10 Year Service

1.1.1 A specially designed 10-year service pin based upon the logo;

1.1.2 Presentation of this award by the employee's immediate supervisor at a local event i.e. staff meeting, school council meeting or open house;

1.1.3 Public recognition of service achievement through congratulatory mention in board minutes;

## 1.2 25 Year Service

1.2.1. Appreciation award, suitably engraved, not to exceed \$100 in value;

1.2.2. Presentation of this award by the Director or designate will be made at a lunch to which the recipient's spouse, Principal or Manager and local trustee will be invited;

1.2.3. The Director or designate will establish rules concerning time off necessary for employees to attend the luncheon.

1.2.3. Public recognition of service achievement through congratulatory mention in board minutes.

## 2.0 Retirement

Employees who are retiring shall be honoured with a gift, not to exceed \$100.00. A suitable presentation will be made to each individual employee in a kind and timely manner as determined by the Board.

## 3.0 Outstanding Achievement

Outstanding achievement awards will be given to individuals selected by the Director or designate. The award will be an Achievement Award Certificate from the Board.