

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name RECOGNITION OF **LONG TERM SERVICE EMPLOYEES**
Management Guideline Applies

712

Board Approved: June 25, 1999

Reviewed: March 21, 2006

Review Prior To:

POLICY

It is the policy of Superior-Greenstone District School Board to recognize **employees who have attained long-term service with the Board** outstanding and commendable contributions by staff of time, talent and resources toward our education system. The board will recognize those who have made significant contributions in the following manner:

1. Long term service
2. Retirement
3. Outstanding achievement

CRITERIA

The following criteria will be applied to determine eligibility for the Superior-Greenstone District School Board Long Term Service Recognition Award:

1. Minimum of:
 - a) ten (10) years accumulated **services** service;
 - b) twenty-five (25) years accumulated service in any capacity as an employee of the Board or a predecessor board.
2. Be currently employed by the Board.

RATIONALE

Employees who have contributed significant time and talent to the board should be recognized accordingly.

The board should honour any employee who is retiring at the end of the school year.

It is the desire of the board to recognize, in an appropriate manner, outstanding achievement by staff.

PROCEDURES

1.0 — Years of Service

1.1 — 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 The effective date of implementation shall be June 30, 1999 and every year thereafter. 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."
- 1.6 By April of each year, the Board or a duly constituted Committee of the Board, shall be provided with a listing of employees who have, within the previous calendar year, achieved:
- (a) Ten (10) years of service (in the first year, all employees with 10+ years will be recognized);
 - (b) Twenty-five (25) years of service with the board and its predecessor boards.
- 1.7 The listing noted in 1.6 above shall 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.

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;

2.1 25 Year Service

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

2.1.2. 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;

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

2.1.3. 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.