

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name RECOGNITION OF LONG TERM SERVICE
Management Guideline Applies

712

Board Approved: June 25, 1999

Reviewed: March 21, 2006

Review Prior To: December 2011

POLICY

It is the policy of Superior-Greenstone District School Board to recognize employees who have attained long-term service with the Board.

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;
 - 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.

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.