



### RECOGNITION OF SERVICE

The North East School Division recognizes and values its most important resource, its employees. Therefore, to honour their dedication and service the following recognition of service is provided.

The Superintendent of Human Resources shall coordinate the staff appreciation program.

### PROCEDURES

#### *Service Awards*

- a. Employees are formally recognized at five (5) year intervals from the beginning of service with the Board until their employment ceases.
- b. Years of service are to include all years of employment with North East School Division and those boards of education which previously amalgamated to form the North East School Division.
- c. Service Awards shall be given to employees based on the length of their accumulative continuous employment. As such, the date used for this program may not have any correlation to other key dates such as retirement, superannuation or seniority.
- d. Years of service are based on the length of time served with the Board, not on percentage of time in contracts. E.g. an employee who has been employed for 50% time for ten (10) years will be recognized for 10 years of service, the same as a full time employee employed for ten (10) years.
- e. Breaks in employment due to the following reasons shall be counted as 'continuous service':
  - i. Authorized leaves of absence with pay
  - ii. Authorized leaves of absence without pay for periods of up to six months
  - iii. Parental, maternity or adoption leaves of absence
  - iv. Secondments
- f. Breaks in employment due to the following will result in forfeiture of previous service for purposes of long service recognition:
  - i. Termination of contract (if subsequent re-employment occurs within a three month period, then no break will be deemed to have occurred).
  - ii. Resignation from the board
- g. Periods of casual employment will not be recognized as part of continuous employment. However, employment on a temporary basis that becomes permanent, provided there is no break in employment as defined above, shall be recognized as forming part of continuous employment.
- h. Staff employed on a 10-month basis shall have their initial date of hire used to determine length of service. Summer breaks (July and August) shall not be deemed to be breaks in service.
- i. An employee must have completed a minimum of ten (10) years' service with the Board to be recognized as a superannuate
- j. Recipients' years of service are to be calculated to the end of the current budget year.

#### *Presentation of Awards*

- a. Employees reaching these service milestones will receive a gift from the board at an appropriate Board event determined each year.



### ***Retirement Awards***

- a. In the case of retirements, individuals will be recognized annually at an appropriate Board event, but responses from individuals will be reserved for the retirement event hosted by the School Community or work site environment.
- b. Each School Community or work site environment will work with their retiree(s) to determine a specific and appropriate celebration and an appropriate gift.
- c. The Board will contribute ten (\$10.00) per year of service towards said gift.

Date Last Revised:      September 2015

*Education in a Culture of Excellence*