

EMPLOYEE RECOGNITION AND SERVICE AWARDS

1. New employees will be presented with a small memento (i.e. keychain with School District logo).
2. Recognition of service will take place at each workplace at an appropriate time, once per year; i.e. at Christmas or the end of June, or when an employee is retiring.
3. Presentations will be made by the School Principal or workplace Supervisor, with the staff, Superintendent (or designate), and Trustee(s) in attendance, if possible.
4. Employees with 10, 15, 20, 25, 30, and 35 years of service will be honoured, as follows:

10 years	\$50 gift certificate, together with a letter of recognition from the Superintendent (or designate);
15 years	\$100 gift certificate, together with a letter of recognition from the Superintendent (or designate);
20 years	\$150 gift certificate, together with a letter of recognition from the Superintendent (or designate);
25 years	Gift certificate equal to \$200, appropriate to the employee, and a letter of recognition from the Superintendent (or designate);
30 years	Gift certificate equal to \$275, appropriate to the employee, and a letter of recognition from the Superintendent (or designate);
35 years	Gift certificate equal to \$350, appropriate to the employee, and a letter of recognition from the Superintendent (or designate).
5. Retiring employees will be presented with a letter of recognition from the Chair of the Board together with a watch or other engraved gift with a value as follows:
 - 15 years of service: \$200
 - 20 years of service: \$250
 - 25 years of service: \$300
 - 30 years of service: \$350
 - 35 years of service: \$400
6. Years of service will be determined using aggregate service in the School District. Length of service will be calculated effective up to September 1 for the 10, 15, 20, 25, 30, and 35 years accumulated for recognition. Years of service for retirement recognition will include ported seniority.
7. Upon retirement, employees with fifteen or more years of service to the School District will be presented with a plaque, as well as having their name added to the Plaque of Honour at their worksite.