

LONG-TERM SERVICE RECOGNITION

Background

The Division acknowledges that employees are its most valuable asset, and will honour those employees who contribute long service.

Procedures

1. Employees who provide long-term service to the Division will be recognized at the completion of each five-year phase of employment.
2. Recognition will be calculated for each salaried employee, based on the accumulated years of service in any or all of the following categories:
 - a. full-time employees
 - b. part-time employees
 - c. temporary contract employees
3. Eligibility (i.e. years of service) is determined by this administrative procedure only, not by any Union contracts. The intent of this administrative procedure is to provide guidelines to determine when recognition can be given to employees from the Board in appreciation of employee service.
4. Casual or substitute staff are not included in long-term service recognition.
5. For the purpose of recognition of long-term service, any service provided under Government subsidized programs, will not be considered for long-term service.
6. Individuals providing contracted services to the Board do not have employee status and will not be considered for years of service.
7. For the purpose of long-term service recognition, any leaves of absence, with or without pay, will not be considered for years of service.
8. When less than 12 months is served, calculations for eligibility will be made as such: for 3 – 6 months of service, recognition is given for half a year; for 7 – 12 months of service, recognition is given for one full year.
9. Where broken service periods are involved, each partial month of employment will be taken as a full month for the purpose of calculating the total service period, provided a minimum of 10 days have been worked.

10. Service while on secondments will be considered for years of service.
11. An employee will qualify for recognition at an appropriate ceremony, if the fifth or multiple of five anniversary date occurs on or before August 31st of that year.
12. A retirement gift will be awarded to an employee who retires from Livingstone Range School Division after a minimum of 10 years of service.
13. Notwithstanding the above guidelines, the Superintendent will address all exceptional situations.

December 2003

Updates: July, 2008; July, 2010; Jan. 2020

References

Section 33, 52, 53, 68, 196, 197, 204, 222, 225 , Education Act