

LONG SERVICE / RETIREMENT RECOGNITION

Background

The Division recognizes and values the contributions of its staff. Long-term employees are recognized for their service and honoured upon their retirement.

Procedures

1. An employee will be honoured after ten years of continuous service (without resignation) and once every five years thereafter.
2. In addition to the recognition noted in (1) above, an employee who retires after ten or more years of accumulated service shall be honoured and presented with a gift to be chosen by division office personnel with such a gift to be of a maximum value of \$100.00 for ten years of service plus an additional \$10.00 value for each full year of service rendered thereafter. The Division may, at its discretion, alter the amount of the gift upon retirement of an employee.
3. The employee receiving recognition (and a guest) shall be invited to the annual recognition evening banquet at the Division's expense.
4. Leave, including a Personal Leave(s), of more than one calendar year will not be considered as qualifying service.
5. Maternity and Professional Improvement Leave(s) of one year or less will be considered as qualifying service.
6. An employee with ten consecutive years of service will be presented with an appropriately engraved plaque upon which a medallion marked "10" is affixed, and thereafter will, following every five years of additional continued employment, be presented with another medallion similar to the original one indicating thereon the employee's total years of continuous employment.

Reference: Section 52, 53, 222, Education Act

Amended: October 2019