

Administrative Procedures

AP-506	Date of implementation: Fall 2006
	Date of update: February 12, 2020
RECOGNITION OF SERVICE	Related Administrative Procedures:

Purpose: To provide an overview of how the Division recognizes the service of employees under permanent contract in accordance with the number of continuous years served.

Procedures:

1) Service Awards

- a) Service awards are presented in the form of a gift as outlined in the Prairie Spirit Employee Recognition website (www.pssdawards.com) established by the Director of Education at five-year increments as specified below:
 - Five (5) years of service
 - Ten (10) years of service
 - Fifteen (15) years of service
 - Twenty (20) years of service
 - Twenty-Five (25) years of service
 - Thirty (30) years of service
 - Thirty-five (35) years of service
 - Forty (40) years of service

- b) Years of service are to include all continuous years of employment under permanent contract with the Division and those boards of education that amalgamated to form Prairie Spirit School Division, including Division-approved leaves.
 - i) Leaves counted as service:
 - Maternity, parental and adoption leave as defined by Employment Standards.
 - Sick leave that is funded by the Division.
 - Education leaves if the Board provides financial support.
 - Secondments to the Ministry of Education or another approved education partner.

 - ii) Leaves not counted as service:
 - Income Continuance Plan
 - Long-Term Disability

- Personal Leave
 - Education leave that the Board does not support financially
 - Deferred salary leave plan
- c) 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, shall be recognized as forming part of continuous employment.
- d) A recipient's years of service are to be calculated as at September 1.

2) Presentation of Service Awards

- a) Service awards are to be presented annually to actively employed staff members at their place of employment in the following school year.
- i) Staff who retire at the end of the school year and qualify for a service award in the following school year will be presented with their service award at the end of the school year in which they retire.
- b) Employees on a Division-approved leave referred to in Section 1(b)(i) for longer than one (1) year will continue to accumulate years of service, but will not receive service awards.
- c) Employees must claim their service award within the fiscal year in which they earned it.

3) Retirement Gifts

- a) An actively employed staff member on a permanent contract, with at least ten (10) years of continuous service with the Division, is to be recognized upon retirement with a gift of their choosing from the Prairie Spirit Employee Recognition website.
- b) Employees who retire while on a Division-approved leave referred to in Section 1(b)(ii) for three (3) years or longer will not receive a retirement gift.
- c) Employees must claim their retirement gift within the fiscal year that they retire.
- d) Once an employee has retired, if they return to employment with the Division on a contract, they will not be recognized for further service recognition awards.