



ADMINISTRATIVE POLICY No. 506

IMPLEMENTATION FALL 2006

REVISED MAY 7, 2012

RECOGNITION OF SERVICE

Prairie Spirit School Division recognizes the service of employees in accordance with the number of continuous years served.

PROCEDURES

1. New Employees

- a. New employees will be presented with a Prairie Spirit lapel pin.

2. Service Awards

- a. Service awards are presented in the form of a gift as outlined in the Prairie Spirit Employee Recognition Catalogue established by the Director of Education at five-year increments as specified below:
 - i. Five (5) years of service
 - ii. Ten (10) years of service
 - iii. Fifteen (15) years of service
 - iv. Twenty (20) years of service
 - v. Twenty-five (25) years of service
 - vi. Thirty (30) years of service
 - vii. Thirty-five (35) years of service
 - viii. Forty (40) years of service
- b. Years of service are to include all continuous years of employment under contract with Prairie Spirit School Division and those boards of education that amalgamated to form Prairie Spirit School Division, including personal leaves, education leaves, sick leaves, maternity and paternity leaves and any other Division-approved leaves.
- c. A recipient's years of service are to be calculated as at September 1.

3. *Presentation of Service Awards*

- a. Service awards are to be presented annually to actively employed staff members at an appropriate Division event in the following school year.
- b. Employees on a Division-approved leave for longer than one year will continue to accumulate years of service, but will not receive service awards.

4. *Retirement Awards*

- a. An actively employed staff member is to be recognized upon retirement with a gift of their choosing from the Prairie Spirit Employee Recognition Catalogue.
- b. Employees who retire while on a Division-approved leave of one year or longer will receive a retirement award.