

Administrative Procedure 415

LONG SERVICE AWARDS

Background

It is appropriate that staff members, at various periods in their career, are recognized for their contribution to the success of the operation of the Division.

Procedures

1. Qualifying Service

1.1 For the purpose of this Administrative Procedure the following service will be counted:

1.1.1 Any permanent/continuous position will be considered as service to the Division. A staff member employed full time or less will be credited with one (1) year for each year of service beyond the individual's hire date.

1.1.2 Temporary contracts that are continuous from year to year and span at least 90% of each school year will be considered as service to the Division. A staff member employed full time or less for at least 90% of the school year will be credited with one (1) year of service for each year beyond the individual's hire date.

1.2 Substitute service shall not be considered as qualifying service.

1.3 Personal leave without pay for a continuous period of 30 calendar days or more shall not be considered as qualifying service.

2. Awards

2.1 Staff members who have completed ten (10) years of service as of September 30 with the Division and every five (5) years thereafter will be presented with an award on completion of each of those terms of service.

2.2 The award to be presented will be determined by the Board Chair and two (2) other persons designated by the Superintendent.

3. Presentation

3.1 Presentations will be made annually at the opening year function, or on other suitable occasions.

4. Individuals not directly employed by the Division may be considered for recognition by the Superintendent on a case-by-case basis.

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