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## **POLICY GBN – Long Service Recognition / Retirement Awards**

**The Board appreciates and values the service of its employees and therefore, shall give recognition for long service and/or at retirement.**

### **PURPOSE:**

To celebrate long service anniversaries and retirements.

### **GUIDELINES & PROCEDURES**

#### 1. Length of service (Definition)

Long service is defined as service earned while drawing a pay cheque from the Board. Eligible service includes all continuous service with the Peace Wapiti School Division and the former school jurisdictions or portions therefore that now constitute the Peace Wapiti School Division.

- a) Anniversaries for recognitions will recognize 10, 15, 20, 25, 30 and 35 years of service.
- b) For recognition purposes, a year shall mean September 1 to August 31.
- c) Length of service is based upon any permanent and or temporary position with the Board, full or eligible part-time service. Spare and casual employment will not be recognized for Long Service.
- d) Educational Assistants must have a minimum of 400 hours in a school year for that school year to be calculated as 1 yr of Long Service. Less than 400 hours in a school year will not count towards Long Service.
- e) Casual or substitute positions will not constitute time for purposes of determining years of Long Service.
- f) Long service has no recognition bearing on pension, grid placement, or any other payroll or personnel matters.
- g) Service shared between individuals (i.e. husband and wife) will be recognized for the individual on payroll. (Only applicable to bus drivers.)
- h) Probationary and Temporary contracts are eligible service for Long Service recognition.
- i) Any unpaid leave, whether personal, sick and/or maternity or extended disability, is not eligible service for Long Service recognition.
- j) Sabbatical leave is included as service.

#### 2. Long Service Gifts

- a) These gifts may include such items as framed prints of original works of art commissioned by Peace Wapiti Public School Division by the artist Suzanne Sandboe or gift cards from Canadian Tire, Prairie Mall, Best Buy, Walmart, Home Sense Costco, or Curry's Jewellers. (Gift Cards will be subject to taxation as per CRA rules)

10 year award	Suzanne Sandboe Print or Gift Card in the amount of \$150.00
15 year award	Suzanne Sandboe Print or Gift Card in the amount of \$200.00
20 year award	Suzanne Sandboe Print or Gift Card in the amount of \$300.00

25 year award	Suzanne Sandboe Print or Gift Card in the amount of \$400.00
30 year award	Suzanne Sandboe Print or Gift Card in the amount of \$500.00
35 year award	Suzanne Sandboe Print or Gift Card in the amount of \$500.00 (As per CRA, Gift Cards are considered a Taxable Benefit)

3. Retirement Awards

- 10 to 24 years of service - Clock (or suitable substitute) - Approximate Value \$140
- 25 to 29 years of service - Gold watch (or suitable substitute) - Approximate Value \$300
- 25 to 29 years of service - Gold watch (or suitable substitute) - Approximate Value \$300
- 30 years of service and beyond - Gold Watch (or suitable substitute) - Value \$500

4. Recognition - Presentations

- a) Long service presentations will be held once each year. Schools will take turns being the host schools and will be responsible for the planning and execution of the event. Presentations for School-Based Staff should occur in late spring or early summer (May or June) of each year. The Bus Shop will continue to recognize Long Service for drivers and shop staff at their annual school start-up meeting in August. All other staff, including Central and Sub-Office staff and Maintenance staff will be recognized at an event held in December. Each group will be able to apply for funds in the amount of \$500.00 to help offset the cost of planning the event.
- b) Central Office will be responsible for compiling the list of eligible recipients and contacting those individuals regarding their choice of Long Service Gift. Central Office will make available to the “Host Schools”, the list of eligible employees and ensure that the gifts are available for presentation.

**REFERENCES**

**Cross References:**

*Policy GGG-Personnel Policy-Non-Teaching Staff*

**Legal Reference:** CRA Regulation

**BM#:** 20-99; 97-99; 164-00; 163-01; 112-04; 138-4; 177-05; 20121108.1011;  
20181129.1009; 20191212.1012

**Next Review:** 2021/2022