

Administrative Procedure 415

STAFF SERVICE/RETIREMENT AWARDS

Background

It is important to recognize service of employees.

Definitions

Retiree: The employee must be a minimum of fifty (50) years of age and have worked a minimum of five (5) years of service with the Division.

Retirement: To be considered a retirement, the employee must comply with item 10. The monetary value of retiree gifts will be calculated as stated in items 13 and 14.

Resignation: If the employee meets age and service requirement but does not comply with item 10, the employment will be considered a resignation not a retirement, and the employee will not qualify for a retirement gift.

Procedures

1. Service awards will be presented for every five (5) years of employment up to forty (40) years, if applicable, commencing at the fifth year.
2. Years of service will apply to the employment within the Division and in the jurisdictions which merged to form the new Division, calculated as a combined total of years served.
3. Both full-time and part-time employees qualify for awards. For the purpose of calculating the period of total service there will be no differentiation between full-time and part-time status.
4. Time taken for an approved leave of absence, including personal, professional improvement and secondments, will not be considered in the calculation of service. Temporary lay-offs will not be considered in the calculation of service. e.g.: COVID-19, unassigned until recalled, etc.
5. Sick leave will be included in the calculation of service but long-term disability leave will not be included.
6. Each partial month of employment will be granted as a full month for the purpose of determining total service.
7. Time served on probationary and/or temporary contracts will be part of the calculation of total service.
8. Effective September 1, 2014, contracts granted after an employee's resignation date or lapse of contract will be accumulated with prior service.

Prior to September 1, 2014, any contracts granted after an employee's resignation will not be accumulated with prior service. No recalculations or changes will be made to an employee's service years that have been calculated prior to this administrative procedure revision effective September 1, 2014.

9. An employee will qualify for a service award for a particular year if the five (5) year increment of service occurred on or before August 31 of that year.
 - 9.1 A 5 year pin
 - 9.2 A 10 year pin and a fifty dollar (\$50) monetary gift.
 - 9.3 A 15 year pin and a seventy-five dollar (\$75) monetary gift.
 - 9.4 A 20 year pin and a hundred dollar (\$100) monetary gift.
 - 9.5 A 25 year pin, a certificate suitable for framing and a one hundred and twenty-five dollar (\$125) monetary gift.
 - 9.6 A 30 year pin, a certificate suitable for framing and a one hundred and fifty dollar (\$150) monetary gift.
 - 9.7 A 35 year pin, a certificate suitable for framing and a one hundred and seventy-five dollar (\$175) monetary gift.
 - 9.8 A 40 year pin, a certificate suitable for framing and a two hundred dollar (\$200) monetary gift.
 - 9.9 All monetary gifts issued to current employees will be added to one's September pay. The retiree's monetary gift will be sent through direct deposit by September 30th.
10. A retiree must provide the Division with a letter stating the date of retirement, prior to the last day of employment.
11. If the retiree's date of retirement occurs when they are eligible for a service award, an appropriate service award pin will be presented with the monetary retirement gift. In this situation, the retirement gift will be the sole monetary gift provided.
12. Any contracts granted after an employee's retirement will not be accumulated with prior service. An employee who returns to employment after a retirement will relinquish any prior service for the purpose of service/retirement awards and the calculation of service will begin at year one (1).
 - 12.1 Once an employee has retired and received a retirement gift from the Board as per items 13 or 14, the employee does not qualify for another retirement or retirement gift. The employee's second employment departure will be considered as resignation.
13. For retirees with less than ten (10) years of service, the value of the monetary retirement gift will be ten dollars (\$10) for every year of service, provided they have met a minimum of five (5) years of service with the Division.
14. A two hundred dollar (\$200) monetary retirement gift will be presented to all retirees who have worked with the Division for more than ten (10) years.

15. The Associate Superintendent, Human Resources and Administration will ensure that service records of employees are accurate and current. In April, the Associate Superintendent, Human Resources and Administration will distribute a list to each Principal of service award recipients of five to forty (5 to 40) years of employment. All staff is requested to review the list and all staff should report errors or omissions.
16. Qualifying employees are requested to verify the list and report any errors or omissions. The Principal will return the verified list to the Associate Superintendent, Human Resources and Administration by the specified date, in mid-May.
17. A trustee will present the five to twenty (5 to 20) year pins/gift to the qualifying employees at their workplace at a mutually agreed upon time with the Principal.
18. The employee qualifying to receive an award or retirement gift will be informed that they are eligible.
19. Service (25 - 40 years) and retirement will be recognized each September at the Welcome Back and Long Service Awards Ceremony. Long Service Award recipients of twenty-five to forty (25 to 40) years and retirees will be notified that their gift will be presented at the Welcome Back and Long Service Awards Ceremony in the upcoming school year.
20. If the qualifying employee is not available to receive their gift at the specified function indicated above, the gift will be presented at the school, if suitable arrangements can be made. If arrangements cannot be made, the gift will be available for pick-up at Division Office or will be delivered to the school by the Division courier.

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