

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 415</b>
	<b>Long Service Awards</b>
Page 1 of 2	APPROVED: September 2013
	AMENDED/REVIEWED: November 2016, September 2019
LEGAL REFERENCE:	Section 52, 53, 197, 222 Education Act

## Background

It is appropriate that staff members and members of the Board of Trustees, at various periods in their career or tenure, 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 anniversary date.
  - 1.1.2 Temporary contracts that are continuous from year to year and span at least ninety percent (90%) of each school year will be considered as service to the Division. A staff member employed full time or less for at least ninety percent (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 thirty (30) calendar days or more shall not be considered as qualifying service.
- 1.4 In order to implement the recognition of temporary, continuous service, employment prior to the 1985 school year will not be considered.

### 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 Members of the Board of Trustees will be deemed to have accrued their first year of service in the school year in which they are elected. Trustees who have completed a total of ten (10) years of service from the school year in which they were initially elected and every five (5) years thereafter will be presented with an award upon completion of each of those terms of service. Trustee service need not be continuous to qualify for long-service recognition.

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2.3 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 Board Social function, or on other suitable occasions.