

Sunrise School Division

Divisional Procedure

Procedure Number - 2100

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| Procedure Title | Long Service & Retirement | | |
| Date of Issue | April 2005 | Related Procedure | |
| Revision Dates | June 2009, January 2010 | Related Forms | |
| Review Date | January 2012 | Originator | Board of Trustees |
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Rationale

Sunrise School Division values its employees. Long service and retirement recognition is an important practice to show appreciation to individuals.

Procedure

Official recognition for long service and retirement will apply equally to all employees and trustees of the Division, who meet the identified requirements in the following categories.

1. Long Service Recognition upon 10, 15, 20 and 30 years of service with the Division.
2. 25, 35 and 40 years of Service and Retirement.

Practices

Long Service Recognition:

1. Official recognition to be given to all employees upon 10, 15, 20 and 30 years of service with the Division.
2. Certificates are presented to individuals.
3. The recognition events are to take place at the school/site of the employee(s) being honored.

4. The Division will provide funds to assist with the provision of refreshments for the school/site based recognition events.

25, 35 and 40 Years of Service and Retirement:

1. Official recognition to be given to all employees and trustees who have completed 25, 35 and 40 years of service with the Division.
2. Official recognition to be given to all employees and trustees upon their retirement from the Division.
3. An engraved watch is to be given to each employee/trustee upon 25 years of service, a \$100 gift card/certificate, plus activation fees, if applicable, to each employee/trustee upon 35 years of service, and a \$150 gift card/certificate, plus activation fees, if applicable, to each employee/trustee upon 40 years of service.
4. The following awards are to be presented to retiring employees and trustees:
 - I. Up to 5 years of service: a letter of recognition.
 - II. For 6 to 14 years of service: an engraved plaque, an engraved school handbell, or an engraved Optic Crystal book (Model A).
 - III. For 15 or more years of service: an engraved mantle clock, an engraved large school handbell, an engraved Optic Crystal book (Model B), or an engraved vase.
 - IV. Trustees who have served two or more complete terms on the Sunrise Board shall at the completion of their service, be deemed to have retired from their trusteeship. They would then be honored with an engraved plaque, an engraved school handbell, an engraved Optic Crystal book (Model B), or an engraved vase.
5. Presentations for 25, 35 and 40 Years of Service and Retirement will take place at an annual divisional reception.

6. In lieu of a gift, all honorees may ask that an amount equivalent to the cost of that gift be donated by the Division to one of our school's Student Bursaries or Scholarship funds in their honor, or to a school fund or by cheque payable to the staff member directly following appropriate Revenue Canada procedures.