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### **Purpose/Background**

Provision shall be made by the Board to recognize employees who have provided long service and/or employees who are formally retiring.

### **Procedures**

#### **1. Long Service Awards**

- 1.1 The Division shall recognize employees who have provided long service in the following manner:

- 1.1.1 At 10 and 15 years of service employees shall receive a letter of appreciation from the Superintendent.
- 1.1.2 At 20, 25, 30, 35 and 40 years of service employees will be recognized with a gift of appreciation. These employees will be invited guests at the RVS awards and recognition event.

- 1.2 In order to qualify for a long service award, an employee must:

- 1.2.1 Have served the Division continuously for the required number of years in accordance with the applicable or Collective Agreement or Terms of Employment; and
- 1.2.2 Still be working at the Division or must have retired during the previous school year.

#### **2. Formal Retirement**

- 2.1 The Division shall honour its employees on their formal retirement provided that:

- 2.1.1 They are formally retiring and are serving the Division at the time of retirement;
- 2.1.2 They have served the Division for a minimum of five (5) years; and
- 2.1.3 They have reached fifty-five (55) years of age by June 30 of the operational year of their retirement.

- 2.2 Retirement Awards:

- 2.2.1 Employees shall be recognized appropriately to the number of years of service; and
- 2.2.2 Retirees will be invited guests at the RVS awards and recognition event.

3. Once an employee receives a retirement award they will not be eligible for any other long-service or retirement awards.

### **Reference:**

- Collective Agreement
- RVS Support Employees Terms of Employment
- RVS Exempt Employees Terms of Employment