

### **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 guests at the annual awards and recognition evening.

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; and

1.2.2 Still be working at the Division or must have retired during the last 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 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 guests of the Division at the annual awards and recognition evening.

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 Staff Terms of Employment