

## LONG SERVICE AWARDS

### Background

HPSD believes in officially recognizing the services of long-term employees and contractors.

### Procedures

1. In recognition of service to High Prairie School Division No. 48, employees and custodial contractors will receive an award for five years of service, and an award for every five years of service thereafter.
2. Retirees who have been employed by the Board for at least 10 years and are at least 50 years of age will receive a recognition gift.
3. Long Service recipients will receive a congratulatory letter and gift.
4. Teachers who have been nominated for the Edwin Parr Award or the Excellence in Teaching Award will be recognized by HPSPD for their outstanding efforts to the teaching profession.
5. Awards will be presented at a suitable occasion or delivered to the school for distribution.
  - 5.1. Award recipients and a spouse/guest will be invited to attend at no charge.
  - 5.2. HPSPD employees, who are non-recipients, and their spouse/guest may attend for a nominal fee to be determined by the Administration.
  - 5.3. Awards recipients of twenty-five years or more and retirees may invite guests at the same cost charged to non-recipients.
  - 5.4. Executive Council members and their spouse/guest will be invited to attend Long Service award receptions at no charge.
  - 5.5. Principals, Directors, Supervisors, and Managers, and their spouse/guest, will be invited to attend at no charge.
6. Award recipients will be acknowledged by the Board Chair and/or the local trustee(s).
7. The following are guidelines for calculating period of service:
  - 7.1. Division paid leave of absence (sick leave, sabbatical leave) will be credited.
  - 7.2. Secondments and Teacher Exchanges will be credited.
  - 7.3. Continuous part-time employees are credited for a full year's service for a full school year worked.
  - 7.4. Partial school years of seven months or more will be credited as a full year.
  - 7.5. Substituting and internship will not be credited.

### References

*Section 60, School Act*