

SERVICE AWARDS

Background

The Division values the dedication and contributions of employees with long service to the Division. As such, it will recognize employees for long service and upon retirement.

Procedures

1. Service and retirement awards will be presented annually at the Division's Christmas Banquet.
2. Eligibility for service awards will be calculated as of December 1 of each year.
3. For employees engaged on a school year basis, a year of service will be recognized for each school year provided that the employee has worked a minimum of 180 days. Partial years will be recognized for recognition eligibility.
4. Service awards will be in the form of gifts, which will be purchased by a designated Division Office staff member following consultation with the recipient.
5. The value of the respective gifts shall be in keeping with the following:

5 years of service to the Division	approximately	\$ 50
10 years of service to the Division	approximately	\$100
15 years of service to the Division	approximately	\$150
20 years of service to the Division	engraved L.P.S.D. rings or watch of comparable monetary value	
25 years of service to the Division	approximately	\$250
30 years of service to the Division	approximately	\$300
35 years of service to the Division	approximately	\$350
6. The value of retirement gifts shall be based on approximately \$12 per year of service to the Division, with a minimum value of \$100.

Reference: Section 85, 87, 108, 109 Education Act