



Administrative Procedure 418

LONG SERVICE AWARDS

Background

It is appropriate that staff members, at various periods in their career, are recognized for their contribution to the success of the operation of the Division.

Definitions

Accumulated Service: Includes all employment terms that are greater than 3 months; and that are considered temporary, interim, probationary or continuous in nature. Substitute, casual and internship employment is not included within this definition.

Break in Service: Service is considered interrupted when termination or resignation has occurred, or when an employment status changes to substitute or casual.

Eligible Employees: All continuous contract employees of the Division (ATA, AUPE, Unifor, and OOS).

Service: An exclusive continuous employment relationship between an employee and the Division where the employee receives wages in exchange for service of an assigned position. Substitute, casual and internship employment is not included within this definition, as they are not considered to be continuous or exclusive employment relationships.

Procedures

1. Qualifying Service

- 1.1 For the purpose of this Administrative Procedure the following service will be counted:
 - 1.1.1 Any permanent/continuous position will be considered as service to the Division. A staff member employed full time or less will be credited with one (1) year for each year of service beyond the individual's anniversary date.
 - 1.1.2 Temporary contracts that are continuous from year to year and span at least ninety percent (90%) of each school year will be considered as service to the Division. A staff member employed full time or less for at least ninety percent (90%) of the school year will be credited with one (1) year of service for each year beyond the individual's hire date.
- 1.2 Substitute, casual and internship employment shall not be considered as qualifying service.
- 1.3 Personal leave without pay for a continuous period of thirty (30) calendar days or more shall not be considered as qualifying service.
- 1.4 Individual employment contracts of three months or more will be tallied up to count towards one full year.



2. Awards

- 2.1 Staff members who have completed ten (10) years of service as of September 30 with the Division and every five (5) years thereafter will be presented with an award on completion of each of those terms of service.
- 2.2 The awards to be presented will be determined by the Superintendent, Human Resource Services.

3. Presentation

- 3.1 Presentations will be made annually at a Division function, or on other suitable occasions.
4. Individuals not directly employed by the Division may be considered for recognition by the Chief Superintendent on a case by case basis.

Adopted: June 30, 2017
Reviewed/Revised: February 5, 2021

Reference: Education Act, Sections 51, 52, 53, 196, 197, 204, 222, 225