



AP 5-800 – WESTERN SCHOOL DIVISION RECOGNITION OF SERVICE

The Western School Division recognizes the cumulative years of service in the division of both staff and trustees by presenting a service award at an annual celebration in the spring of each year.

Recognition is based on eligible staff members completing 5, 10, 15, 20, 25, 30, 35, 40 or 45 years of service in the division, and trustees completing full terms of office.

ELIGIBILITY

1. Full time and part time employees are eligible for recognition awards.
2. Staff service will be based on calendar years of service, regardless of the FTE percentage, as of December 31st of the school year of presentation. For clarity, an employee that completes a service award level between January 1 and December 31 will be eligible for a service award to be presented the following spring.
3. Leaves of absence of less than one school year will be included in the years of service calculation. Leaves of absence lasting one school year or more will not be included in the years of service calculation.
4. Employees that resign from the Division, or do not return after being recalled from a lay off period will lose the accumulated years of service. If rehired, these employees would start at zero years of service.
5. Employees that are not recalled after a layoff period but are rehired within one year of the end of the layoff period will not lose their accumulated years of service.
6. Employees eligible to receive an award will be notified by November 30th.
 - a) Each year, well in advance of the awards presentation, a list of those employees who are eligible for an award will be circulated to all schools to ensure that no one has been overlooked.
 - b) Employees that are eligible for an award of 10 years or greater will be contacted by Division Office with instructions on how to select their award.
 - i. If the eligible employee does not select an award choice, the Division may present an award of its choice.
 - ii. For the 25, 30, 35, 40 and 45 year Recognition Awards, an employee may also choose to donate the value of the gift to a charity of their choice. The Division will donate this in recognition of the employee.



Staff Years of Service	Trustee Terms	Recognition Award
5		Jacket with Name & WSD Logo
10	1	Level 1 choice (<i>approx.. \$100-\$150</i>)
15	2	Level 2 choice (<i>approx.. \$150-\$200</i>)
20	3	Level 3 choice (<i>approx.. \$200-\$250</i>)
25	4	Level 4 choice (<i>approx.. \$250-\$300</i>) Or \$300 Gift to Charity of Choice
30	5	Level 5 choice (<i>approx.. \$300-\$350</i>) Or \$350 Gift to Charity of Choice
35	6	Level 6 choice (<i>approx.. \$350-\$400</i>) Or \$400 Gift to Charity of Choice
40	7	Level 7 choice (<i>approx.. \$400-\$450</i>) Or \$450 Gift to Charity of Choice
45	8	Level 8 choice (<i>approx.. \$450-\$500</i>) Or \$500 Gift to Charity of Choice

Reviewed: June 25, 2013
 January 22, 2024
 January 27, 2025
 July 1, 2025