



## AP 5-800 – BOARD RECOGNITION OF SERVICE

The Board recognizes the cumulative years of service in the division of both staff and trustees by presenting a service award at the annual Christmas banquet.

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

### ELIGIBILITY

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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 June 30 of the year of presentation.
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 October 31st.
  - 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 offered a choice in the Award are responsible to notify the Division Office contact of their choice of award.
    - i. Quantities may be limited on some items due to availability. Limited quantity items will be awarded on a first come first served basis.
    - ii. If the employee does not indicate their preference of an award choice, the Division will present an award of its choice.
    - iii. For the 30 and 35 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		Pen set with WSD logo
10	1	<i>Choice of:</i> Portfolio with WSD logo WSD Pride Wear Item
15	2	<i>Choice of:</i> School bell with engraving Globe with engraving
20	3	<i>Choice of:</i> Granite book ends Decorative ceramic plate with WSD logo Stained Glass Item
25	4	<i>Choice of:</i> Clock with engraving Watch
30	5	Unique gift (approximate value of \$200)
35	6	Unique gift (approximate value of \$300)

Reviewed: June 25, 2013