

#85977

STAFF RECOGNITION OF EMPLOYMENT SERVICE

Recognition of Employee Service and Demonstration of Appreciation

St. James-Assiniboia School Division believes that recognition of long-term service has considerable merit. The Board appreciates the service and dedication of its employees and therefore the Division sponsors recognition events for staff members with active service as follows:

- a) Five, Ten, Fifteen and Twenty Year Anniversary: invite employees to attend an event and present each employee with a gift of appreciation.
- b) Twenty-Five Year Anniversary (Silver Circle): invite employees, guests and their immediate supervisor to an evening dinner hosted by the Board at an external location and present each employee with a gift of appreciation. Individual photos will be taken.
- c) Retirement: invite retirees, guests and their immediate supervisor to an evening dinner hosted by the Board at an external location and present each retiree with a gift of appreciation. Individual photos will be taken.
- e) Recognition of Employees in the Event of Death: In the event of an employee being deceased prior to retirement, the Board will provide for a donation in his or her memory, either as a gift of flowers to the family or as a donation to a chosen charity.

Definition of Active Service

The following procedures will be used for calculating total years of service of employees for staff recognition events. Service does not have to be continuous.

- 1. Years of active service are based on the school year (July 1 to June 30).
 - a) 5 years (50 months) – must have worked 45+ months
 - b) 10 years (100 months) – must have worked 95+ months
 - c) 15 years (150 months) – must have worked 145+ months
 - d) 20 years (200 months) – must have worked 195+ months
 - e) 25 years (250 months) – must have worked 245+ months

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2. Active service includes:
- a) Secondment (to MTS or Manitoba Education)
 - b) Paid sick leave
 - c) Long term disability/unpaid sick leave of less than one school year
 - d) Maternity/parental leave
3. Active service does not include:
- a) Deferred salary leave
 - b) Long term disability/unpaid sick leave of more than one school year
 - c) Any other leave of absence

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