



HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

OPERATIONS AND PROCEDURES

CATEGORY: HUMAN RESOURCES
TITLE: SERVICE RECOGNITION AND ALLOWANCES
CODE: 4061 Service Recognition

Reference Matrix	
Education Act (1995)	
Other Relevant Acts	
Holy Family Related Procedures	
Holy Family Related Manuals	Holy Family RCSSD No. 140 Board of Education Policy Manual
Resources (Ministry, SSBA, SCSBA, etc.)	
Date Processed	June 1, 2016

Background:

The Board of Education values the employees in the Division and appreciates their service to the children in the Holy Family RCSSD No. 140.

Employees will receive formal recognition of their contribution to the Division and its students.

The Board may provide recognition to staff and Board of Education members who provide long-term service, and to those who retire from a position in the Holy Family RCSSD No. 140.

Procedures:

1. The Board of Education of the Holy Family RCSSD No. 140 will recognize the service of all staff in the Division in accordance with the presentation of a gift, in the form of a prepaid visa card, up to the value of:
 - 1.1. After five consecutive years of service – \$50;
 - 1.2. After ten consecutive years of service – \$75;
 - 1.3. After fifteen consecutive years of service – \$100;
 - 1.4. After twenty consecutive years of service – \$150;
 - 1.5. After twenty-five consecutive years of service – \$200;

- 1.6. After thirty consecutive years of service – \$250;
 - 1.7. Upon retirement, an employee will receive their choice of an appropriate plaque or a donation in the amount of \$100.00 to a charity of their choice.
2. The Chief Financial Officer or designate shall maintain an eligibility roster for these awards.
 - 2.1. Eligibility shall be determined on the basis of consecutive years of service from date of hire.
 - 2.2. Awards of service recognition are reserved for staff members with permanent contracts and Board Members.
3. The Chief Financial Officer or designate will arrange for the purchase and presentation of the awards at the annual Board-Staff social.