

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	400 – PERSONNEL & EMPLOYEE RELATIONS	CODE:	AP 414
PROCEDURE:	STAFF RECOGNITION		

BACKGROUND

The Division believes in officially recognizing the services of employees and contractors.

PROCEDURES

1. In recognition of service to the Division, staff and custodial contractors will receive awards in five (5) year increments.
2. All contractual time (e.g. temporary or replacement contracts) will be recognized as years of service.
3. Part-time employees are credited for a full year of service for each school year worked.
4. Division paid leaves of absence will be credited for years of service.
5. The Division recognizes superannuating or retiring employees immediately after providing continuous service in the Division.
 - 5.1 Awards will be presented at a retirement supper or suitable occasion. Award recipients and spouses (or where there is not a spouse, a guest) will be invited to attend at no charge.
 - 5.2 A retirement gift is recommended with the following guidelines:
 - 5.2.1 3-5 years – \$50.00 in kind.
 - 5.2.2 6-10 years - \$100 in kind.
 - 5.2.3 11-15 years - \$200 in kind.
 - 5.2.4 16-20 years - \$300 in kind.
 - 5.2.5 21-25 years - \$400 in kind.
 - 5.2.6 25+ years - \$500 in kind.
6. Awards will normally be presented by the Director.

Reference: Sections 85, 87, 108, 109 Education Act

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