

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 414
SECTION:	RELATIONS		
PROCEDURE:	SERVICE RECOGNITION AND RETIREMENT		

BACKGROUND

The Division values its most important resource – its employees - and honours their dedication and exceptional service through the Employee Recognition Program.

PROCEDURES

1. Employees are formally recognized at five (5) year intervals from five (5) to thirty-five (35) years of service. Employees reaching service milestones will receive a gift from the Board which is presented to the employee at the Opening Day program.
2. Service awards shall be given to employees based on their length of accumulated continuous employment. As such, the date used for this program may not have any correlation to the other key dates such as retirement, superannuation or seniority.
3. Length of service will be based on the employee's date of hire and not the amount of service, e.g. an employee who has been employed for 0.5 time for 10 years will be recognized for 10 years of service, the same as a full-time employee employed for 10 years.
4. Years of service will be calculated annually based on the effective date of September 30 for service recognition.
5. Casual or substitute employment will not be recognized as part of continuous employment; however, employment on a temporary basis that becomes permanent, provided there is not break in service, shall be recognized as forming part of continuous employment.
6. Breaks in employment due to the following reasons shall be counted as continuous service:
 - 6.1 Authorized leaves of absence with pay, including maternity, parental and adoption leave as defined by the Saskatchewan Employment Act.
7. Division paid leaves of absence will be credited for years of service.
8. The Division recognizes superannuating or retiring employees immediately after providing continuous service in the Division.
 - 8.1 Awards will be presented at a retirement supper or suitable occasion. Award recipients and spouses (or a guest) will be invited to attend at no charge.

8.2 A retirement gift is recommended with the following guidelines:

- 8.2.1 3-5 years – \$50.00 in kind.
- 8.2.2 6-10 years - \$100 in kind.
- 8.2.3 11-15 years - \$200 in kind.
- 8.2.4 16-20 years - \$300 in kind.
- 8.2.5 21-25 years - \$400 in kind.
- 8.2.6 25+ years - \$500 in kind.

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

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