



The Board of Trustees of the Prairie Rose School Division believes that dedicated and experienced employees and Trustees are important in meeting the objectives of the Division. The Board will therefore annually determine an appropriate forum to officially recognize the services of long term and retiring employees. A list of those eligible for recognition will be circulated well in advance of the event, to ensure accuracy and completeness.

Employee Recognition Guidelines

Long Service Recognition

In determining entitlement, calculations will be made each year, as at June 30th. The Division’s Seniority List and the following criteria will be considered.

- a.) Years of service after January 1, 1968 in either the former Midland or White Horse Plain school divisions will be recognized.
- b.) One year of service will be considered to be a school year worked, regardless of the percentage of time assignment. Where employment is for less than a school year, credit will be pro-rated.
- c.) All service, in different positions, within the Division(s) will be recognized.
- d.) There will be no credit given for Leaves of Absence such as DSLP or Extended Personal Leaves. Up to one year of credit will be given for Maternity and Parental Leave and for paid Sick Leave.

The following will determine the recognition schedule:

Length of Service	Gift	Approximate Value
10 years	Portfolio	(\$60)
20 years	Clock	(\$150)
25 years	Watch	(\$225)

Retirement Recognition

Effective June, 2004, retirees will be presented with an appropriate expression of esteem, having an approximate value of \$250 for an employee with 10 to 25 years of service with the Division, and \$350 for an employee with more than 25 years of service. For purposes of this policy, retirement recognition will be bestowed upon those employees:

- a.) who have a minimum of 10 years of continuous service with the School Division, immediately preceding the date of retirement; and
- b.) who are 55 years of age or older; and
- c.) who have ceased, or plan to cease active work in their career, having resigned from their position with the Division.

Employees who may qualify for both the Long Service Recognition and the Retirement Recognition will receive both.



Trustee Recognition Guidelines

The Chair of the Public Relations Committee and Senior Administration will determine the appropriate gifts for presentation to Board members.

Long Service Recognition

Board members will be awarded a suitable gift for:

- (a) 2 terms of service;
- (b) 4 terms of service; and
- (c) 6 terms of service.

Retirement from the Board

Upon retirement as a Board member, a Trustee will be presented with an appropriate plaque.

There may be circumstances not covered, or exceptional situations where the Board may wish to waive or alter certain requirements as outlined above, for recognition of certain employees or Trustees.