

# PEACE WAPITI PUBLIC SCHOOL DIVISION NO. 76

## **POLICY GBN – Long Service / Retirement Awards**

**The Board appreciates and values the service of its employees and therefore, shall give recognition for long service and/or at retirement.**

### **GUIDELINES & PROCEDURES**

#### 1. Length of service (Definition)

- a) Long Service Awards: the monetary awards that are presented to eligible employees who have contributed continuous service to the Board for 15, 20, 25, 30 and 35 years.
- b) Long Service Gifts: the gifts that are presented to eligible employees who have contributed continuous service to the Board for 5, 10, 15, 20, 25, 30 and 35 years. These gifts may include such items as Peace Wapiti pins, key chains and clocks.
- c) Continuous service is defined as service earned while drawing a pay cheque from the Board. Continuous service shall not be interrupted by virtue of being granted a leave of absence without pay and benefits or extended disability; however these leaves of absence shall not be counted in determining the years of service. Termination followed by re-employment will not constitute continuous service if separated by one or more scheduled workdays.
- d) Length of service is based upon any permanent position with the Board, full or part-time.
- e) Casual, substitute or temporary positions may not constitute time for purposes of determining years of service.
- f) Long service has no direct bearing on pension, grid placement, or any other payroll or personnel matters.
- g) Service shared between individuals (i.e. husband and wife) will be recognized to the individual on the payroll. (Only applicable to bus drivers.)
- h) Probationary contracts are service for Long Service Awards.
- i) A full year of leave, whether personal, sick and/or maternity, is not eligible service for Long Service Awards.
- j) Sabbatical leave is included as service.
- k) Long term disability is not deemed to be service.
- l) Eligible service includes all continuous service with the Peace Wapiti School Board and the former school jurisdictions or portions therefore that now constitute the Peace Wapiti School Board.

m) Employees who leave the employment of the Board after September 1, 2003 but prior to receiving a Long Service Award (monetary award), with more than 15 years of eligible service will be granted a Long Service Award in the amount of the award increment completed (15, 20, 25, 30 or 35 years).

2. Long Service Gift

5 year award - PWSB Pin

10 year award - Gold Key Chain (or suitable substitute) and PWSB Pin

15 year award - PWSB Pin with Emerald

20 year award - PWSB Pin with Ruby

25 year award - PWSB Pin with Sapphire

30 year award - PWSB Pin with Diamond

35 year award - PWSB Pin (Gold Pin with Diamond)

3. Retirement Awards

10 years and over to

24 years - Clock (or suitable substitute) - Approximate Value \$140

25 years - Gold watch (or suitable substitute) - Approximate Value \$300

30 years - Gift - Value \$500

4. Long Service Awards: after continuous service as an employee under contract with the Board or its predecessors, an employee shall be eligible for the following one time non-pensionable awards (subject to Canadian Revenue Agency (CRA) Regulations):

a) After 15 years - \$2,000.00

b) After 20 years - \$2,500.00

c) After 25 years - \$3,000.00

d) After 30 years - \$3,500.00

e) After 35 years - \$4,000.00

Continuous years of service shall be determined once in each school year as of June 30 for those employees covered by the Teamsters and Alberta Teachers' Association (ATA) Contracts. Service shall be determined once in each school year as of August 31 for all other employees.

5. The Board welcomes the involvement of any employee groups (e.g. ATA) wishing to be part of a joint effort in the recognition of its employees.

6. Recognition - Presentations

- a) Staff at each school shall be recognized at an appropriate school function (e.g. awards day, year-end function, Christmas Concert.) This will include teachers, administrative assistants, teacher assistants, library assistants, and custodians (where these are Board employees.)
  - b) Maintenance personnel shall be recognized at a Christmas luncheon.
  - c) Bus drivers and bus shop personnel shall be recognized at two sites – the Bus Garage in Rycroft and in Grande Prairie at events such as the Christmas luncheon held at both sites just prior to the Christmas break.
  - d) Central Office staff and administration will receive recognition at a regular meeting of the Board.
7. Each site location or department will be responsible for submitting a list of eligible recipients of Long Service/Retirement Awards to the Superintendent’s Executive Assistant no later than May 15. This list will consist of people who will be eligible as of the 31<sup>st</sup> day of August of the current school year.
  8. The gifts shall be purchased and delivered to each school/site by approximately September 30.
  9. Long Service Awards shall be paid to those eligible employees who are covered by the ATA Collective Agreement as per the Agreement. All other eligible employees will receive their Long Service Awards by October 31.
  10. Presentations of awards shall be made at the schools/sites by school trustees and members of administration, where appropriate.

## **REFERENCES**

**Cross References:** links to

Policy [GGG PersonnelPolicyNonTeachingStaff.pdf](#)

**Legal Reference:** ATA Collective Agreement  
Teamsters Agreement  
CRA Regulation

**BM#:** 20-99; 97-99; 164-00; 163-01; 112-04; 138-4; 177-05