

## LONG SERVICE APPRECIATION AWARDS

### Background

The Division wishes to honour its employees and trustees who serve the Division.

The Division will recognize its employees and others from time to time with appropriate gifts and awards.

### Procedures

1. The Board Chair or designate will present awards to employees and trustees according to the following schedule:
  - Five Year Service – Personalized Bible (\$50)
  - Ten Year Service – A gift with an approximate value of \$100
  - Fifteen Year Service – A gift with an approximate value of \$150
  - Twenty Year Service – A gift with an approximate value of \$300
  - Twenty Five Year Service – A gift with an approximate value of \$400
  - Thirty Year Service – A gift with an approximate value of \$500
  - Thirty Five Year Service - A gift with an approximate value of \$500
2. Trustees retiring, stepping down or unsuccessful in a bid for re-election will be presented with an award of appreciation.
  - Under 15 Years – A gift with an approximate value of \$50
  - Fifteen Year and Over – A gift with an approximate value of \$100
3. Upon retirement, all employees will be presented with an award of appreciation.
  - Under 15 Years – A gift with an approximate value of \$300
  - Fifteen Years and Over – A gift with an approximate value of \$500
  - Special Mass Intentions and individual recognition will occur at the local parish, as well as a donation of \$25.
4. Upon completion of the following programs and/or certificates, employees will be presented with a \$50 Christian book store certificate:
  - Rite of Christian Initiation for Adults (RCIA)
  - Newman Theological College Certificate (or equivalent)
  - Newman Theological Graduate Diploma in Religious Education (or equivalent)
  - Newman Theological Masters Degree in Religious Education (or equivalent)

5. The presentations will be made annually at an appropriate occasion.
6. Recipients' names shall be published in an appropriate manner (e.g. local newspapers, website).
7. Years of service will be consistent with the parameters of the Collective Agreement.
  - 7.1 For full-time teachers a year of service will be earned when they accumulate 150 days of full-time equivalent service.
  - 7.2 For part-time teachers a year of service will be earned when they accumulate 125 days of full-time equivalent service.
  - 7.3 For 10 month support staff employees a year of service will be earned when they accumulate 160 days of full-time equivalent service.
  - 7.4 For 12 month support staff employees a year of service will be earned when they accumulate 208 days of full-time equivalent service.
8. The Board will recognize departing priests including any religious with the sacrament of Holy Orders who have served in Division parishes. The amount or gift will be decided by the Superintendent or designate on an individual basis and conveyed to the Board.

Reference: Section 60, 61, 113, School Act  
**CRA [Rules of Gifts and Awards](#)**