

## POLICY 22 – RECOGNITION OF EMPLOYEE SERVICE

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

Employees are formally recognized at five (5) year intervals from ten (10) years to thirty (30) years of service and at their retirement. Employees reaching service milestones of ten, fifteen, twenty and thirty will receive a gift from the Board which is presented to the employee at their school or work location. Trustees may present long service awards to employees if the trustees are available to do so.

Recipients of twenty-five (25) years and retirement awards will be recognized by the Board at the annual Long Service Recognition banquet in June of each year.

The Superintendent of Human Resources shall coordinate the employee recognition program.

Criteria for Long Service Awards:

1. Service awards shall be given to employees based on the length of their accumulative continuous employment. As such, the date used for this program may not have any correlation to other key dates such as retirement, superannuation or seniority.
2. Length of services 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.
3. Breaks in employment due to the following reasons shall be counted as "continuous service"
  - a. authorized leaves of absence with pay (sick leave, compassionate leave, educational leave)
  - b. authorized leaves of absence without pay for periods of up to three months
  - c. parental, maternity or adoption leaves of absence
  - d. secondments

Please note: Parental or material leaves prior to June 1995 were considered as breaks in service.

4. Breaks in employment due to the following will result in forfeiture of previous service for purposes of long service recognition:
  - a. termination of contract (if subsequent re-employment occurs within a three-month period, then no break will be deemed to have occurred)
  - b. resignation from the Board
5. Periods of casual employment will not be recognized as part of continuous employment. However, employment on a temporary basis that becomes permanent, provided there is no break in employment, shall be recognized as forming part of continuous employment.

6. Staff employed on a 10-month basis shall have their initial date of hire used to determine length of service. Summer breaks (July and August) shall not be deemed to be breaks in service.
7. An employee must have completed a minimum of ten (10) years of pensionable service with the Board to be recognized as a superannuate.
8. Employees may choose to donate the value of their gift to the charity of their choice, including the Saskatoon Public Schools Foundation.

Legal Reference:            *The Education Act, 1995*, Section 85 (1)(a)(e)  
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