



Rolling River School Division

ADMINISTRATIVE PROCEDURE

GCPC – YEARS OF SERVICE AND RETIREMENT RECOGNITION

The Rolling River School Division values the contribution of all employees and Trustees and will recognize employee years of service and retirement at a retirement and recognition event to be held in June of each year as follows:

Employee Years of Service Recognition:

The School Division will recognize employees through a Years of Service Award for every five years of service completed as of June 30 each year. (*Service awards at 5-10-15-20-25-30-35-40-45-50 years of service*). The years of service award will be a gift as per the accompanying regulation.

Employee Retirement Recognition:

Employees over the age of 55 who are eligible to receive a pension and are retiring from employment with the Division will receive a gift recognizing their retirement from the Division as per the accompanying regulation.

Trustee Recognition:

Trustees resigning from trusteeship will receive a gift recognizing his/her service to trusteeship with the Division as per the accompanying regulation.

Date Adopted: May 18, 1989
Date Revised: May 22, 2003
Date Reaffirmed: October 24, 2007
Date Revised: May 25, 2011
Date Reaffirmed: May 11, 2016
Date Revised: April 23, 2018
Date Revised: May 11, 2022
Date Reaffirmed: October 5, 2022



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RECOGNITION AWARDS

The School Division recognition awards will be as follows:

Employee Years of Service Recognition:

A complimentary ticket to the annual Retirement and Recognition Dinner and;

5 years	\$50 Visa/ Mastercard Gift Card & embossed coffee mugs (set of 2)
10 years	\$100 Visa/ Mastercard Gift Card & embossed coasters (set of 2)
15 years	\$150 Visa/ Mastercard Gift Card & embossed short glasses (set of 2)
20 years	\$200 Visa/ Mastercard Gift Card & embossed steins (set of 2)
25 years	\$250 Visa/ Mastercard Gift Card & embossed tall glasses (set of 2)
30 years	\$300 Visa/ Mastercard Gift Card & embossed wine glasses (set of 2)
35 years	\$350 Visa/ Mastercard Gift Card
40 years	\$400 Visa/ Mastercard Gift Card
45 years	\$450 Visa/ Mastercard Gift Card
50 years	\$500 Visa/Mastercard Gift Card

Employee Retirement Recognition:

Employees with five or more years of service will receive two complimentary tickets to the annual Retirement and Recognition Dinner and a mantle clock and plaque.

Employees with less than five or years of service will receive two complimentary tickets to the annual Retirement and Recognition Dinner and a set of 4 embossed wine glasses.

Trustee Recognition:

Two complimentary tickets to the annual Retirement and Recognition Dinner and:

Two or more terms of trusteeship – Certificate of appreciation and wooden book encased clock and plaque.

Less than two terms of trusteeship - Certificate of Appreciation and Rolling River School Division coffee mugs (set of 2).