

## **RECOGNITION OF SERVICE**

### **Background**

Prairie South School Division values all of its employees. Staff who provide long term service and those who retire from a position in the Division will receive recognition of their contribution to the Division and its students.

### **Procedures**

1. Upon retirement staff will receive a gift and letter of recognition from the Division.
2. Years of service are to include years of employment with Prairie South School Division and those boards of education which amalgamated to form the Prairie South School Division.
3. Service is based on temporary and permanent work assignments (casual service will not be recognized) and breaks in service will not be recognized.
4. A recipient's years of service are to be calculated to the end of the calendar year.
5. Service awards are to be presented annually.

Reference: Sections 85, 87 Education Act  
Section 45 School Division Administration Regulations

July 11, 2019