



**POLICY NO. 4950**

**SERVICE RECOGNITION**

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The Board of Education will recognize length of service rendered to the District by any employee, at a time and in a manner approved by the Board. The following guidelines shall govern such awards.

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**Regulations:**

1. Recognition shall be given for total years of service in the Board's employ, whether full or part-time including time on leaves of absence.

An individual's years of service to the District, or predecessor Districts, would be the sum of their contribution in the following areas:

**Teaching:** cumulative years of employment with the District on a temporary or continuing contract. This does not include service provided to the District as a teacher-on-call.

**CUPE:** cumulative years of employment with the District on a regular appointment.

**Excluded Staff:** cumulative years of service with the District while employed on a contract.

**Trustee:** cumulative years of service as a trustee of the District.

2. Service in the District will be recognized after five, ten, fifteen, twenty, and twenty-five years of service.
3. The Board shall recognize all retiring employees, regardless of length of service. Retirement recognition shall be commensurate with the individual employee's years of service in the District.