

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 408 – Long Service Award	
Related LCSDF AP's	AP 404 – Long Service Awards	
Form(s)		
References:	<i>The Education Act, 1995 Act, 1995 sections 85, 87</i>	
Received by the Board: June, 2022		Update: June, 2022

Background

The Division recognizes those employees who have demonstrated long service to Lloydminster Catholic School Division.

Procedures

1. The Long Service Awards are for all employees of the Division.
2. The Human Resources Manager will maintain appropriate records and identify in April to the Chief Financial Officer, employees eligible for long service awards.
3. Long service awards shall be presented in June of each year.
4. The Chief Financial Officer will ensure suitable awards for the following lengths of service employed with Lloydminster Catholic School Division:
 - 4.1 5 years, with further recognition at each 5-year increment
 - 4.2 Retirement
5. Retirement will be recognized when the staff are eligible to superannuate with Saskatchewan Teacher Federation or receive pension with Municipal Employee Pension Plan.