

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 408 – Long Service Award</b>	
Related LCSD 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: April, 2023	Update: April, 2023	

## Background

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

## Procedures

1. The Long Service Awards are for all employees of the Division.
2. The Chief Financial Officer will ensure suitable awards for the following lengths of service employed with Lloydminster Catholic School Division:
  - 2.1 5 years, with further recognition at each 5-year increment
  - 2.2 Retirement
3. Retirement will be recognized when the staff member is eligible to superannuate with Saskatchewan Teacher Federation or receive pension with Municipal Employee Pension Plan.
4. The Human Resources Manager will maintain appropriate records on length of continuous service to LCSD.
  - 4.1 The Human Resources Manager will identify in April to the Chief Financial Officer, employees eligible for long service awards
  - 4.2 Eligibility years of service will be calculated based on each school fiscal year (first academic day in September to last academic day in June).  
Examples:
    - Contract starts first academic day in Sept 2023 – 5-year award will be recognized June 2028
    - Contract starts Sept 15, 2023 – 5-year award will be recognized June 2029
  - 4.3 Unpaid leaves of service will be deducted from the calculation of years of service.
  - 4.4 A list of eligible recipients will be shared with school Principals prior to May 1<sup>st</sup> of each year, to review and either confirm or question eligible staff.

- 4.5 Long service award listing shall not be made public prior to June award recognition and confirmation of staff to allow their name to be publicly shared.
  - 4.6 After review with the Chief Financial Officer, individuals will be contacted by the Human Resources Manager to confirm publicly acknowledging their years of service. Employees will be reminded via division wide communication that those individuals eligible for long service awards have been contacted.
5. Long service awards shall be presented in June of each year.