

AP 408 – LONG SERVICE AWARD PROGRAM

Background

The Division recognizes those employees who have demonstrated long service to the Division.

Procedures

1. The Long Service Award Program is for all employees of the Division.
2. The Human Resources/Payroll 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:
 - 4.1 5 years
 - 4.2 10 years
 - 4.3 15 years
 - 4.4 20 years
 - 4.5 25 years
 - 4.6 30 years
 - 4.7 Superannuation/retirement

Reference: Sections 85, 87, 108, 109 Education Act