



Sunrise School Division values its employees. Long service and retirement recognition is an important practice to show appreciation to individuals. Official recognition for long service and retirement will apply equally to all employees of the Division.

Long Service Recognition:

Employees who have 10, 15 or 20 years of service with the Division will be presented a certificate of recognition. The Division will provide funds to assist with the provision of refreshments for a school or site based event, at which certificates of recognition can be presented.

Employees who have completed 25, 30, 35, 40, 45 or 50 years of service with the division will be invited to participate in an annual divisional reception. Certificates of recognition and awards will be presented at this reception or sent to the employees worksite.

Each employee upon 25 years of service may purchase a gift of their choosing to a maximum of \$75.00; upon 30 years of service to a maximum of \$100.00; upon 35 years of service to a maximum of \$125.00; upon 40 years of service to a maximum of \$150.00; upon 45 years of service to a maximum of \$175.00; and upon 50 years of service to a maximum of \$200.00. An employee expense claim and original receipt must be provided to the Superintendent's department by June 30 for reimbursement.

Retirement Recognition

Retiring employees will be invited to participate in an annual divisional reception. Certificates of recognition and awards will be presented at the reception, sent to the employee's worksite, or be made available for pick-up from the Sunrise Education Centre. Retiring employees may choose someone to deliver a brief tribute on their behalf at the reception.

The following awards are to be presented to retiring employees:

1. Up to 5 years of service: a letter of recognition.
2. For 6 to 14 years of service: an engraved small school handbell, or an engraved Optic Crystal book (Model A).
3. For 15 or more years of service: an engraved mantle clock, an engraved large school handbell, an engraved Optic Crystal book (Model B), or an engraved vase.



LONG SERVICE AND RETIREMENT

Trustees who have served two or more complete terms on the Sunrise Board shall at the completion of their service, be deemed to have retired from their trusteeship. They would then be honored with an engraved school handbell, an engraved Optic Crystal book (Model B), or an engraved vase.

In lieu of a gift, all honorees may ask that an amount equivalent to the cost of that gift (\$120.00) be donated by the Division to one of our school's Student Bursaries or Scholarship funds in their honor, or to a school fund or by cheque payable to the staff member directly following appropriate Revenue Canada procedures.

Cross Reference:		
Date Adopted: April 2005	Date Amended: June 2009; June 2010, September 3, 2019	Board Motion(s):
Procedure: GBL	Guidelines:	Exhibit: