

The Board recognizes that the success of the Division is dependent on the efforts of individual employees and the contributions they make.

As a sign of appreciation, the Board will recognize employees who have contributed to the success of the Division.

Employees will receive recognition of years of service in accordance with the following:

- 5 years - Travel Tumbler with Division logo

Recipients will receive a coupon code allowing them to choose from a variety of Division items from an online store:

- 10 years - \$50
- 15 years - \$75
- 20 years - \$100
- 25 years - \$125
- 30 years - \$150
- 35 years - \$175
- 40 years - \$200
- 45 years - \$225

Items will be sent directly to the recipient.

Employees who have previously received their wooden plaque will continue to receive the Division pins at 5 year increments.

### **Qualification for Long Service Awards**

- Years of Service is accrued monthly.
- FTE status does not affect years of service (e.g. an employee working .5 FTE and an employee working 1.00 FTE are both eligible for one year of service).
- Employees who resign and return to work will have their previous years of service reinstated for the purpose of long service awards.
- A maximum of one year service will be credited to employees for leaves which extend longer than one year.

### **Distribution of Awards**

Trustees will present the five year recognition gift. Employees receiving long service awards for greater than five years will receive a coupon for the online store, presented by the trustee.

## **Retirement/ Resignation Award**

Upon resignation or retirement, employees with 20 or more years of service will be able to select either a Division wristwatch or a coupon code for the online store in the amount of \$200.

Awards will be presented by a trustee.

An employee will receive only one retirement/resignation award in their total employment history with the Division.