

<b>Kelsey School Division</b> <b>Box 4700</b> <b>The Pas, MB R9A 1R4</b>	<b>Code: AGA</b>
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**RECOGNITION FOR SERVICE**

**A. Employees**

1. To recognize years of service provided to the School Division, all employees shall receive a Kelsey School Division lapel pin and be recognized in the following manner:

- 5 years service..... a certificate
- 10 years service..... a pen desk set
- 15 years service..... a small plaque
- 20 years service..... a \$75 VISA card
- 25 years service..... a watch
- 30 years service.....a gift appropriate to the individual (up to \$175)
- 35 years service .....a gift appropriate to the individual (up to \$200)
- 40 years service.....a gift appropriate to the individual (up to \$250)

2. When an employee with a minimum of 5 years of service retires, a suitable gift (engraved if possible), shall be presented to the employee. Gifts shall be of a value in multiples of twenty five dollars for each five years of service to a maximum of two hundred fifty dollars.

**B. Trustees**

- 1. For years of service to the Kelsey School Division, trustees shall be recognized as per the table above.
- 2. Trustees who leave the board having completed at least one term in office will be presented with a plaque. Trustees leaving service before the completion of one term shall receive a gift that bears the Kelsey School Division logo.
- 3. The name of a trustee leaving service will be noted on the School Division’s Service Recognition Plaque.

**C. Recognition Banquet**

The School Division may host a banquet for the presentation of long service awards. Recipients trustees, administration and their guests will be invited to attend. School administrators will be asked to give a short resume of the recipients from their schools, with a time limit as follows:

- 5 years                No remarks, certificates presented
- 10, 15 years        Up to 2 minutes for remarks, then presentation of certificates
- 20-30 years        Up to 3 minutes for remarks, then presentation of certificates
- 35-40 years        Up to 4 minutes for remarks, then presentation of certificates