

Kelsey School Division Box 4700 The Pas, MB R9A 1R4	Code: AGA
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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 award
 - 25 years service..... a watch
 - 30 years service.....a gift appropriate to the individual (up to \$175)
 - 35 years servicea 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