

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 gift appropriate to the individual (up to \$125)
 - 30 years service.....a gift appropriate to the individual (up to \$175)
 - 35 years servicea gift appropriate to the individual (up to \$225)
 - 40 years service.....a gift appropriate to the individual (up to \$275)

B. Trustees

1. For years of service to the Kelsey School Division, trustees shall be recognized as per the table above.
2. 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:

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| 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 |