
HORIZON SCHOOL DIVISION

Policy Code: GBN
Policy Title: Recognition of Employee Service

POLICY HANDBOOK

Cross Reference:
Legal Reference:
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POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION RECOGNIZES LONG TERM EMPLOYMENT SERVICE AS WELL AS THE SERVICE OF CERTAIN EMPLOYEES WHO ARE RETIRING OR TERMINATING THEIR EMPLOYMENT WITHIN THE DIVISION.

GUIDELINES

1. The Board shall recognize the service of employees who:
 - 1.1. Render Long Term Service within the Horizon School Division;
 - 1.2. Employees who retire while employed by the Division after at least ten years of employment.
Retirement shall be defined as:
 - 1.2.1. at least age 55,
 - 1.2.2. eligible to receive a pension.

REGULATIONS

1. The time and place for recognizing the above employees shall be flexible enough to accommodate the wishes of the majority of the employees and other interested parties.
2. Recognition of long service shall be awarded to employees after continuous service of: 5 years, 10 years, 15 years, 20 years, 25 years, 30 years, 35 years, 40 years.
3. Employees who retire while in the employment of the Horizon School Division and are not recipients of an early retirement incentive are eligible to be honored with a gift not to exceed \$20.00 per year of service provided they have been employed by the Horizon School Division for at least 10 years.
4. It shall be the responsibility of the Associate Superintendent of Finance and Operations to ensure that recognition of service is awarded and that retirees are honored with the appropriate gift.