
HORIZON SCHOOL DIVISION**Policy Code:** GBN
Policy Title: Recognition of Employee Service**POLICY HANDBOOK****Cross Reference:**
Legal Reference:
Adoption Date: Feb. 26, 1997
Amendment or Re-affirmation Date: **November 28, 2022**

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.

DEFINITION

Retirement – for the purpose of this policy, retirement shall be employees, age 55 and over with at least ten (10) years of employment with the Horizon School Division who terminate their employment with the Horizon School Division.

GUIDELINES

1. The Board shall recognize the service of retirees and employees who render Long Term Service within the Horizon School Division.

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, and every subsequent 5 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 cash gift of \$20.00 per year of service.
4. It shall be the responsibility of the Associate Superintendent of Finance and Operations to ensure that recognition of service is recognized and that retirees are honored with a cash gift.