

<b>Adopted</b>	<b>November 20, 2006</b>
<b>Revision Date</b>	<b>December 18, 2017</b>
<b>Review Year</b>	<b>2020</b>

**Background/Purpose:**

As Aurora School matures, the Board wishes to recognize employees who have given long service.

**Policy Statement:**

The Board acknowledges that its employees are its most valuable asset and will honor those employees with long service.

**Guidelines:**

1. Service Awards will be awarded to employees at the completion of each five year phase of employment (i.e. awards will be given for 5, 10, 15, 20, 25, and 30 years of service with Aurora School.)
2. Service Awards will be given to the following categories of employees:
  - a. full-time employees
  - b. part-time employees with continuing employee status (there will be no differentiation made between part-time and full-time employment for the purposes of Service Awards)
3. Long service awards are consistent with CRA requirements.

**Accountability:**

*Reviewed annually by the Board of Directors.*