

Issue Date	March 12, 2018
Revision Date	
Review Year	2020

Objective:

To support Board Policy on Recognition for Long Service.

Responsibility:

Secretary Treasurer

Regulation:

1. When less than 12 months is served, calculations for eligibility will be made as such:
 - for 3 - 6 months of service, recognition is given for half a year;
 - for 7-12 months of service, recognition is given for one full year
2. Where broken service periods are involved, each partial month of employment will be counted as a full month for the purposes of calculating the total service period.
3. Service Award eligibility (i.e. years of service) is determined by this policy only. The intent of this policy is to provide guidelines to determine when gifts will be given to employees from the Board in appreciation for employee service.
4. For the purpose of Service Awards, any leave will not be considered a break in service provided there was no resignation. Employees who are rehired after resigning from a previous position with Aurora School will begin at year one for award purposes.
5. Employees who resign in good standing or have been laid off after completing their fifth (or multiple of five) year of employment will be eligible to receive a Service Award for those years.
6. For each five-year increment, gift costs will not exceed the following dollar values:

Number of Years	Gift Value (\$)
05	100
10	200
15	500
20	500
25	500
30	500
35	500
40	500

7. Notwithstanding the above guidelines, the Board will deal with all exceptional situations.

References:

*BP 5300 Recognition for Long Service
Canada Revenue Agency (CRA)*