

## POLICY 4.20 EMPLOYEE RECOGNITION

The Board of Education believes that employee recognition, both formal and informal, is integral to supporting, valuing and retaining staff .

The Board will formally recognize length of service for employees with 5, 10, 20, 30, 35, 40, and 45 years of service to the district.

Retirement recognition will be provided by the Board for employees who are retiring from the district each school year.

### Guidelines

1. For purposes of service recognition, service will be determined by the anniversary date of the employee's appointment to the district (most recent if applicable), and honoured within the year the employee achieves the service recognition.
2. Service is defined as all service with the Board – including interrupted service.