



The Board of Trustees recognizes its employees are the division's greatest asset. The cumulative years of service of Mountain View School Division employees will be recognized annually according to criteria outlined below.

The Board of Trustees will approve expenditures for each recognition level for years of service and will encompass all full and part time employees of Mountain View School Division.

A. New Employees to MVSD

- In addition to the "Recognition of Service Awards" highlighted below, all new employees to Mountain View School Division will receive a division pin and welcome letter on behalf of the Board of Trustees.

B. Recognition of Service Awards

1. Beginning Date and Calculation of Years of Service

- The "Recognition of Service Awards" for years of service in the Division shall be based on the total years of service beginning on or before September 10th annually.
- Years of service shall be calculated to June 30th of the prior year in which the actual "Recognition of Service Awards" presentation occurs.

2. Eligibility

- All full and part time employees of the Division, with the exception of casual employees, shall be eligible for "Recognition of Service Awards" regardless of the percentage of time worked.
- Each year that the individual is employed by the Division shall be considered as a year of service regardless of the percentage of time worked, however, years of leave of any description shall not be considered in the calculation of total years of service with the exception of legislated maternity/parental leave.
- Employees must be on staff at the time they are eligible for an award.
- Each year, well in advance of the awards presentation, a list of those employees who are eligible for an award will be circulated to all schools to ensure that no one has been omitted.

3. Length of Service Requirements for Recognition

- Service awards for employees shall be presented on the completion of five years of service and every five years thereafter.

Cross Reference:	Board Policy #13 – Human Resources/Personnel		
Board Approved: Jun. 25, 2018	Procedure Review Date:	Procedure Revision Date: Jan. 26, 2015	Page 1 of 2



EMPLOYEE RECOGNITION PROCEDURES

- The range of values for the service awards shall be as follows:

<u>Years of Service</u>	<u>Price Range</u>
5	\$10-15
10	\$15-25
15	\$25-35
20	\$35-45
25	\$45-60
30	\$60-100
35+	\$150-250

4. Presentation of Recognition of Service Awards

- Service awards for employees will be presented annually at a Board of Trustee sponsored luncheon during a divisional professional development day to be held in early September.

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