

## PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

<b>POLICY ITEM:</b> Long-Term Service Recognition – Non-Teaching Staff	<b>CODE:</b> GKNA
<b>LEGAL STATUS:</b> Board Motion #266.14, #133.15, #46.22, #119.25	<b>DATE APPROVED:</b> 08 Dec 2014 01 Jun 2015, 14 Mar 2022, 26 May 2025

**Background:** To assist the Board of Education in remaining fiscally responsible as well as to allow for the healthy revitalization of staff, appropriate budgetary actions shall be considered annually.

**POLICY:** The Board of Education shall establish a long-term plan for funding of the long-term service recognition program for non-teaching staff.

**Guidelines:**

1. The funding of the Long-Term Service Program shall annually be reviewed during the budget process and adjusted to take into account the current financial situation of the Board.
2. The Board of Education directs the Director of Education or designate to administer and monitor the Long-Term Service Program.
3. Out of Scope Staff (CEO, CFO, Superintendents, IT Manager and Facilities Manager) are not eligible for the Long-Term Service program.

**Procedures:**

1. An eligible employee is one who has been in the employ of the Prince Albert Roman Catholic Separate School Division No. 6 for a minimum of fifteen uninterrupted years immediately prior to leaving the employ of the Division.
2. In the event that an employee has been on an approved leave from his/her duties with the Prince Albert Roman Catholic Separate School Division No. 6, for the purposes of this section, the period of such leave shall not be included in the calculation of years of service with the Division. Such approved leave will not constitute a break in service.
3. The amount of the Long Service Gratuity shall equal \$250.00 times the number of complete years of service with the Prince Albert Roman Catholic Separate School Division No. 6.
4. Part-time employees shall have their gratuity prorated equal to their percentage of time.
5. Upon receipt of their resignation, a minimum of 6 weeks before the resignation date, the Board shall accept the employee's intention to terminate employment and will provide a Long Service Gratuity.
6. The Long Service Gratuity shall be the full amount of the gratuity minus any applicable payroll deductions.
7. The payment shall be included in the employee's last payroll payment.

8. Upon resignation, an employee's current term of service shall be considered concluded for purposes of calculation of the Long Service Gratuity. Should an employee be subsequently rehired by Prince Albert Roman Catholic Separate School Division No. 6 at a future date, a new term of service shall commence, independent and separate from any previous term(s) of service with Prince Albert Roman Catholic Separate School Division No. 6. Separate terms of service shall not be combined for calculation of the Long Service Gratuity(ies).