

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 408 – Long Service Award</b>	
Related LCSD AP's	AP 404 – Long Service Awards	
Form(s)		
References:	<i>The Education Act, 1995 Act, 1995 sections 85, 87</i>	
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### **Background**

The Division recognizes those employees who have demonstrated long service to the Division.

### **Procedures**

1. The Long Service Awards is for all employees of the Division.
2. The Human Resources Payroll Officer will maintain appropriate records and identify in April to the Chief Financial Officer, employees eligible for long service awards.
3. Long service awards shall be presented in June of each year.
4. The Chief Financial Officer will ensure suitable awards for the following lengths of service:
  - 4.1 5 years
  - 4.2 10 years
  - 4.3 15 years
  - 4.4 20 years
  - 4.5 25 years
  - 4.6 30 years
  - 4.7 Superannuation/retirement