

# Administrative Procedure 436

## Human Resources

---

### LONG SERVICE AWARDS

#### BACKGROUND

Each year, staff are recognized and appreciated for their valued long service to Westmount Charter School.

#### PROCEDURES

1. This procedure applies to teachers, administrators, school-based support staff, and central office staff. It does not apply to substitute teachers or other casual staff.
2. Staff will be recognized in June of each year for five, ten, fifteen, twenty, etc. years of service. Long service awards will include a letter from the chairperson and superintendent and a cash award as follows:

<u>5 Years</u>	\$150	<u>20 Years</u>	\$1500	<u>35 Years</u>	\$3000
<u>10 Years</u>	\$500	<u>25 Years</u>	\$2000	<u>40 Years</u>	\$3500
<u>15 Years</u>	\$1000	<u>30 Years</u>	\$2500	<u>45 Years</u>	\$4000

The amount of the award is not adjusted to FTE (i.e. same award whether full-time or part-time).

3. For the purpose of the long service awards, time on disability or maternity/parental leave will count as service.
4. Staff who leave Westmount's employ and are subsequently re-hired will continue to have the period of their initial employment recognized for the purpose of calculating long service awards.
5. Staff with a hire date between August/September and the end of January will be recognized for long service award in June of the fifth, tenth, fifteenth, etc... school year following their hire.
6. Staff with a hire date between February and June will be recognized for long service award in June of the sixth, eleventh, sixteenth, etc... school year following their hire.

Date of Approval: March 24, 2011  
Date of Revision: September 23, 2015, October 9, 2019  
Due for Review: April 9, 2023