

Administrative Procedure 436

Human Resources

LONG SERVICE AWARDS

BACKGROUND

Westmount Charter School (WCS) values the dedication, commitment, and contributions of its employees. Long service awards provide an opportunity to acknowledge and celebrate the years of service that employees have devoted to supporting students, families, and the school community.

The Charter Board believes that recognizing employee service contributes to a positive organizational culture and demonstrates appreciation for staff's commitment and contributions.

The Superintendent is responsible for administering this Administrative Procedure.

PROCEDURES

1. Eligibility
 - 1.1 This Administrative Procedure applies to teachers, administrators, school-based support staff, and Central Office staff.
 - 1.2 This Administrative Procedure does not apply to substitute teachers, casual employees, or temporary staff.
2. Recognition of Service
 - 2.1 Employees shall be recognized annually for long service to Westmount Charter School.
 - 2.2 Recognition shall occur in June of each year for employees completing five (5), ten (10), fifteen (15), twenty (20), and subsequent five-year increments of service.
 - 2.3 Long service awards shall include:
 - 2.3.1 A letter of recognition from the Superintendent; and
 - 2.3.2 A cash award in accordance with the approved long service award schedule.

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

2.3.3 The value of the long service award shall not be adjusted based on full-time (FTE) equivalency. Employees shall receive the same award regardless of full-time (FTE) or part-time (PTE) status.

3. Calculation of Service

- 3.1 Periods of approved leave protected under applicable legislation, including disability leave, maternity leave, parental leave, and other protected leaves, shall be recognized as continuous service for the purpose of determining eligibility for long service awards.
- 3.2 Other unpaid leaves of absence that are not protected by legislation shall not count toward years of service unless otherwise approved by the Superintendent.
- 3.3 Employees who leave the employment of WCS and are subsequently re-employed shall have their previous period of service recognized for the purpose of determining eligibility for long service awards.

4. Recognition Dates

- 4.1 Employees hired between August 1 and January 31 shall be recognized in June of the fifth, tenth, fifteenth, twentieth, and subsequent applicable school years following their date of hire.
- 4.2 Employees hired between February 1 and June 30 shall be recognized in June of the sixth, eleventh, sixteenth, twenty-first, and subsequent applicable school years following their date of hire.

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