

East Central Alberta Catholic Schools values employees for their dedication to work and recognizes the importance of rewarding their service, commitment and loyalty.

Eligibility for service awards should not be used to determine service time for pension or benefit accrual or teaching experience.

The Division believes that dedicated and experienced employees are important in meeting the educational objectives of the Division. As such, the Board will recognize employees who retire from East Central Catholic Schools.

Procedure

Service Awards:

1. This procedure applies to all employees and trustees with necessary years of service with ECACS. Service with other employers, whether public or private, will not count for computing service milestone.
2. The calculation of years of service shall be the school year, September 01 to June 30 for 10 month employees and September 01 to August 31 for 12 month employees.
3. Staff members/ Trustees are eligible for service awards after completing at least five (5) years of service and every five (5) year milestone.
4. The gift corresponding the service milestone follows this schedule:
 - Five years Service - \$25 value item
 - Ten Years Service – \$50 value item
 - Fifteen Years Service – \$75 value item
 - Twenty Years Service –\$100 value item
 - Twenty-five Years Service – \$125 value item
 - Thirty Years and over Service –\$150 value item
5. The eligible members must be in active service on their service milestone date in order to receive this award. Members on leave of absence status will receive their awards upon their return.
6. Employees are eligible if they:
 - have a permanent position, full or part-time;
 - have a probationary contract;
 - are on sabbatical leave.
7. Employees are ineligible if they:
 - are casual, substitute or temporary staff;
 - are on personal or sick leave for a full school year;

- have consecutive leaves totaling a full school year
 - are on extended disability
8. Employees who started with temporary contracts will be eligible for service award if given continuous contracts for teachers and regular employment for support staff. The reckoning point for their eligibility for service award will be the employment date stated on their temporary contracts.
 9. A break in service will not disqualify an employee from an award as long as the break is not more than six (6) months and not employed during that break with any public or private employer. Maternity or adoption leave with parental leave does not constitute break in service. The six (6) month period does not apply to trustees. Total service in the case of trustees will be an aggregate of the various periods of their service.
 10. Recipients will be recognized during the Mission and Ministry Day and will receive their awards at a school or Division celebration.

Retirement Awards:

1. A retirement is defined as being a minimum of 50 years of age. The retiree must provide East Central Catholic School with a letter stating the date of retirement, prior to the last day of employment.
2. Once an employee has retired, if they return to employment with the Division on a contract, they will not be recognized for further service recognition awards.
3. A retirement gift will be presented to retiring administrators based on the following categories:
 - a. length of service
 - b. position held
 - c. performance
4. Employees who retire while on a Division-approved leave listed below for three (3) years or longer will not receive a retirement gift:
 - a. Leaves not counted as service:
 - Income Continuance Plan
 - Long-Term Disability
 - Personal Leave
 - Education leave that the Board does not support financially
 - Deferred Salary Leave Plan
5. The value of the retirement gift shall be as follows:
 - a. 0-5 years: \$50 - \$100
 - b. 5-10 years: \$100 - \$200
 - c. 10-15 years: \$150 - \$250
 - d. 15+ years: \$200 - \$300

Reviewed/Revised: March 2016 August 2022