



Preparing Today's Learner for Tomorrow

Administrative Procedure 8060

Employee and Trustee Service Recognition

Board Governance Policy Cross Reference: [1, 12](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

The Interlake School Division (ISD) values employee and trustee service and is committed to recognizing that service for employees who have displayed dedication and are ending their employment with the Division.

Employees:

1. **Long-Service Employees** – All long-service employees will be presented with an Interlake School Division pin for 10, 15, 20, 25, 30, 35, 40, and 45 years of service.
2. **Leaving the Employ of the Division** – Employees leaving the Division will be recognized by the Board annually using an allowance of \$25.00 for each year of continuous service, with a five-year minimum.

Trustees:

1. **New Trustees** - All new trustees will be presented with an Interlake School Division pin.
2. **Trustees Leaving the Board** - All trustees leaving the Board will be recognized using an allowance of \$200.00 for each term served consecutively, to a maximum of three completed terms.