

**KENORA DISTRICT SERVICES BOARD  
POLICY and PROCEDURE**

<b>TITLE: EMPLOYMENT – SERVICE RECOGNITION</b>	<b>SECTION: HUMAN RESOURCES</b>
<b>EFFECTIVE DATE: December 16, 2004</b>	<b>POLICY NO.: KDSB-HR-II-06</b>
<b>APPROVED BY: Resolution No. 2004-96</b>	<b>REVISED:</b>

**1. POLICY STATEMENT**

To provide a service recognition program that acknowledges the long-term service of those individuals employed by the Kenora District Services Board.

**2. PURPOSE**

The Kenora District Services Board will acknowledge employees who have attained 5, 10, 15, 20, 25, 30 and 35 or more years of cumulative service with the Kenora District Services Board or recognized predecessor employer.

**3. SERVICE AWARDS**

**3.1 Active Employees**

Employees continuing in service will be honoured as follows:

<b>Anniversary</b>	<b>Certificate</b>	<b>Value of Gift</b>
5 years	Yes	n/a
10 years	Yes	\$100.00
15 years	Yes	\$200.00
20 years	Yes	\$300.00
25 years	Yes	\$400.00
30 years	Yes	\$500.00
35 years	Yes	\$600.00

**3.2 Retiring Employees**

Employees, upon their retirement will be honoured as follows:

<b>Attained Length of Service</b>	<b>Value of Gift</b>
10 years	\$200.00
15 years	\$300.00
20 years	\$400.00
25 years	\$500.00
30 years	\$600.00
35 years	\$700.00

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- 3.3 Employees receiving recognition for long-term service of 25 years or more from professional associations and organizations to which their employment with the Kenora District Services Board is directly related, may be authorized by the Board to travel to the destination where the award is to be presented with reimbursement of travel expenses to be in accordance with Board policy for staff. The Board of Directors may also authorize the reimbursement of travel and accommodation costs for the employee's spouse. Spouse means the person to whom an employee is married or with whom the employee is living in a conjugal relationship outside of marriage.

The employee's immediate supervisor will be responsible for recommending this recognition to the appropriate Department Head. It is the responsibility of the Department Head to recommend approval to the Board of Directors if he/she is of the opinion it is appropriate to do so.