

### RECOGNITION OF YEARS OF SERVICE AND RETIREMENT

Turtle Mountain School Division recognizes years of service and retirement of its employees. Employees referenced under this policy include those who have been continual full or part time employees of Turtle Mountain School Division. To this end, the following shall be the guidelines to recognize years of continuous service at regular intervals and upon retirement.

A. RECOGNIZING YEARS OF SERVICE:

Employees will be recognized after five years of continual service and at five year intervals thereafter, with an appropriate gift valued at \$5.00 multiplied by the number of years of continuous service. Employees will also receive a certificate and pin indicating the number of years of service.

B. RETIREMENT/RESIGNATION:

Any employee who retires or resigns after a minimum of ten years of continuous service with Turtle Mountain School Division shall have service recognized by the Board. A supper will be held prior to the second regular Board meeting in June during which a presentation will be made to the employee. The employee will be invited to bring a guest.

Gifts presented to retiring or resigning employees are to be purchased having a value up to one hundred dollars.

For employees retiring or resigning with at least five years of service but less than ten years of service for the Division, a suitable gift shall be presented having a value up to fifty dollars.

A certificate will also be presented when years of service and/or retirement is being recognized.