

<b>Kelsey School Division</b> <b>Box 4700</b> <b>The Pas, MB R9A 1R4</b>  <b>Phone: 623-6421</b>	<b>Code: AGA</b>
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**RECOGNITION FOR ACCOMPLISHMENT (Years of Service)**

A. Employees

1. To recognize years of service provided to the Division, employees shall be recognized in the following manner:

- 5 years service.....Kelsey School Division  
pin and certificate
- 10 years service.....Pen Desk Set plus  
lapel pin
- 15 years service.....Kelsey School Division  
pin and small plaque
- 20 years service.....Plaque plus lapel pin
- 25 years service.....Watch
- 30 years service.....a Gift appropriate  
to the individual (up to \$175)
- 35 years service .....a Gift appropriate  
to the individual (up to \$200)

2. When an employee with a minimum of 5 years of service retires, a suitable gift (engraved if possible), up to the amount of \$200, shall be presented to the employee.

B. Trustees

1. For consecutive years of service to the Kelsey School Division, trustees shall be recognized as per the table above.

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- 2. Trustees who leave the board having completed at least one term in office will be presented with a plaque. Trustees leaving service before the completion of one term shall receive a gift that bears the Kelsey School Division logo.
- 3. The name of a trustee leaving service will be noted on the school division's Service Recognition Plaque.