

ESCE BOARD POLICY
SECTION 5: SOCIETY ADMINISTRATION POLICIES
Title: Long Term Service, Retirement and Recognition

5-1

Background

Any organization needs stability and continuity in order to remain viable. Long term service employees and those that are retiring, contribute a sizeable portion of their life and energy to help ensure this. Therefore, an expression of appreciation of the ESCE and its Board for professional, dedicated service and commitment to the vision and mission of the Society is the appropriate response to such an employee(s).

Service to the society will be based on active service which is defined as service with ESCE or Edmonton Christian Schools and does not include leaves of absences or other interruptions in service such as secondments to other organizations. Administrative offices are responsible for administrating the details.

Policy

Long Term Service

1. A token of recognition shall be given to all employees, full and part-time, during the fifth, tenth, fifteenth, twentieth and twenty-fifth year of service (and five year intervals thereafter) for the Edmonton Society for Christian Education or with Edmonton Christian School.
2. Recognition will be extended in their last year of service to those who are nearing retirement age, regardless of length of service.
3. Tokens of recognition for years of service should normally be presented at the Spring Society meeting by a Board member or the Executive Director of the Society.
4. The value of the gifts is to be the equivalent of \$5.00 per year of service.
 - a. 5 years – an pen and certificate
 - b. 10 years – an engraved leather portfolio and certificate
 - c. 15 years – a leather carrying case and certificate
 - d. 20 years – a small art object and certificate
 - e. 25 years and every five years thereafter – a larger art object and certificate

Retirement

- a. 0 - 5 years: maximum cost: \$50.00 gift: suggestion of plant or flowers with card.

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- b. 6 - 9 years: maximum cost: \$100.00 gift: suggestion of book with card.
- c. 10 - 14 years: maximum \$150.00 gift.
- d. 15 - 19 years: maximum \$250.00 gift.
- e. 20+ years: maximum \$350.00 gift.

2. Board Member Retirements

- a. Retiring Board members shall be recognized at the fall society meeting and receive an appropriate token of recognition from ESCE.