

**Red River Valley School Division**  
**ADMINISTRATIVE PROCEDURE E10 - EMPLOYEE RECOGNITION**

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The Red River Valley School Division Board of Trustees believes in recognizing long-term employees who have chosen to depart from the Division.

Any employee choosing to leave the division after 10 years of accumulated active service will receive a souvenir of appreciation from the board to commemorate their dedication to the division.

Upon receipt of notification of retirement or resignation, the division will place an order for the purchase and engraving (if required) of souvenir.

Souvenirs will be presented at the staff member's retirement event or delivered to their home.

<b>Cross Reference:</b>		
<b>Adoption Date: June 11, 2003</b>	<b>Amendment Date: June 9, 2004; August 25, 2010</b>	<b>Page: 1 of 1</b>