



GOVERNMENT OF BERMUDA
Ministry of Education

Department of Education—Human Resource Section

C.10-11/06

8th March 2011

**CIRCULAR TO MINISTRY AND DEPARTMENT OF EDUCATION STAFF,
PRINCIPALS OF ALL GOVERNMENT SENIOR, MIDDLE AND PRIMARY SCHOOLS AND
ALL PRESCHOOL ADMINISTRATORS**

LONG SERVICE AWARDS

Principals, Preschool Administrators, Teachers, Civil Servants and Industrial Staff who believe they are eligible for a Long Service Award at the end of the 2010/2011 academic year, are asked to **submit a completed record of service form** to the Senior Manager, advising the number of years in the employ of the Ministry/Department of Education. All submissions will be reconciled with personnel records.

You are considered to be a 2011 Long Service Awardee, if as a:

Principal/Teacher, you have reached the employment milestone of 15 years of service or each five year interval thereafter. For your easy reference, please refer to the chart below.

15 years	1996		20 years	1991		25 years	1986		30 years	1981
35 years	1976		40 years	1971		45 years	1966			

Please note that the criteria for long service awards differs from the criteria for superannuation.

You are considered to be a 2011 Long Service Awardee, if as a:

Civil Servant (BPSU) or Industrial employee (BIU), you have reached the employment milestone of 5 years of continuous service or each five year interval thereafter. For your easy reference, please refer to the chart below.

5 years	2006		10 years	2001		15 years	1996		20 years	1991		25 years	1986
30 years	1981		35 years	1976		40 years	1971		45 years	1966			

A *record of service form* can be downloaded from the HR Section of the Department of Education’s website. All requests should be submitted to reach the Senior Manager, Human Resource Section, Department of Education, P.O. Box HM 1185, Hamilton HM EX on or before Wednesday, 27th April 2011.

NB: School Administrators are asked to ensure that this circular is brought to the attention of all staff.

Cheryl Burrows, B.Sc., M. Edu
Senior Manager, Human Resources



Department of Education—Human Resource Section

RECORD OF SERVICE

Employee Number _____

Name: _____
Date of Birth: _____
Date of Initial Appointment _____
Final Service Date: _____

SERVICE DETAILS

PERMANENT SERVICE

SCHOOL/COLLEGE	FROM	TO	YEAR(S)	MONTHS

SUBSTITUTE TEACHING SERVICE

SCHOOL/COLLEGE	FROM	TO	YEAR(S)	MONTHS

BROKEN SERVICE (including non-pensionable leave for study purposes)

SCALE POST

	Level	From	To	

QUALIFICATIONS: B.Sc. /B.A Date: Date: Date:

TOTAL PERMANENT SERVICE: _____

TOTAL SUBSTITUTE TEACHING SERVICE: _____

TOTAL LEAVE: _____

Signature: _____
Employee

Date

Signature: _____
Senior Manager, Human Resources

Date