



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

Section: Human Resources

- **Retirement/Resignation**

**Policy: LONG SERVING AND RETIREMENT
RECOGNITION**

**Policy Code: HR-7.1
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It is the policy of the Kawartha Pine Ridge District School Board to honour all long serving and retiring employees.

The Board appreciates and values stability in its staff, and wishes to recognize the contribution of those employees who have given long and faithful service.

1. Long Service

All present employees who have reached twenty-five years of service with the board and its Predecessor boards by September 1 of the current year, will be invited to a dinner to be held in June. The invitation to those joining the Twenty-five Year Club will include a guest. As an expression of appreciation, the Board shall present a suitable gift to each new Twenty-five Year Club member.

Trustees who complete twenty-five years of service to the board, or Predecessor boards, as a trustee shall be recognized at the annual long service dinner in the same manner as staff are recognized.

2. Retirement

All employees, who will be retiring by August 31 of the current year, will be invited to a dinner to be held in June. The invitation to retirees will include a guest. As an expression of appreciation, the board shall present a suitable gift to each retiring employee.

In recognition of public service to the students, parent(s)/guardians(s), ratepayers and employees associated with the Kawartha Pine Ridge District School Board, a suitable token of appreciation shall be presented to board members on departure from the board.

3. Long Serving and Retirement Event Planning

3.1 The Board will appoint two or more trustees to serve with the administrative staff in Human Resource Services as a committee to make all arrangements for the events. One of the appointed trustees will be the immediate Past Chairperson of the Board, or designate, who will chair and act as emcee at the event.

3.2 The committee should hold its initial meeting not later than April 1 of each year.

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- 3.3 Invitations to the events honouring retirees and long serving employees will be extended to all current Board members, all current members of Administrative Council, and a representative of each federation and union. These invitations will not include a guest.
- 3.4 Invitations should be issued at least three weeks prior to the date of the event.
- 3.5 Administrative staff from Human Resource Services will prepare and maintain an up-to-date list of those who qualify for recognition.

Established: April 30, 1998

Reviewed/Revised: March 23, 2000
April 27, 2000
November 25, 2004
February 26, 2009
October 24, 2013
November 23, 2017
April 26, 2022