



ADMINISTRATIVE PROCEDURE 416	
SECTION: PERSONNEL AND EMPLOYEE RELATIONS	
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## Staff Recognition: Twenty-Five Years

### Background

The Renfrew County District School Board (RCDSB) has established a service recognition plan to honour those staff members with twenty-five years of service to the district.

### Procedure

When a staff member of the district has completed twenty-five years of service at the RCDSB, the staff member will be honoured with a presentation. The following administrative procedure describes the parameters of the plan and the method to be used in completing the presentation.

1. The twenty-five years of service is accumulated from all permanent assignments with the district and is not affected by a break in continuous employment.
2. A presentation will be made of a sterling silver pin and a commemorative scroll recognizing the service achievement, which will be signed by the Chair of the Board and the Director of Education.
3. The presentation of twenty-five year awards will be made at the staff member's work location by the principal or manager or supervisor and the local trustee(s) may be informed and invited to attend by the principal. The presentations will be done before the end of the school year annually.

### Legal Reference

- Guideline--Ontario Schools Code of Conduct

### Procedure History

Approved:	Jan 2011; May 2016; Nov 2021
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