



ADMINISTRATIVE PROCEDURE 419	
SECTION: PERSONNEL AND EMPLOYEE RELATIONS	
Adopted/Original Date of Issue	2004
<input checked="" type="checkbox"/> Last Reviewed <input checked="" type="checkbox"/> Revised	October 2021
Next Review Date	October 2026
Contact	Manager, Human Resources

Retirement Recognition

Background

The Renfrew County District School Board (RCDSB) welcomes the opportunity to acknowledge retiring staff members.

This administrative procedure sets out the criteria for recognition and the form that the recognition will take.

Procedure

1. Criteria for Retirement Recognition

The district shall extend retirement recognition to staff members who retire from service with the district as a result of the following:

- a) Qualifies for a pension as a result of a professional lifetime of service in the profession;

2. Types of Recognition

The district shall acknowledge retiring staff members as follows:

- a) A retiring staff member shall be recognized in the school or location from which the staff member retires; the principal/manager/supervisor shall determine whether to advise and invite the Director or designate for each family of schools of the recognition.
- b) The retiring staff member shall be recognized for the individual's service at the district level at a central reception and are presented with a gift in recognition of their years of service. The gift will be provided by the district. No school or department shall purchase a gift(s) using district funds. Staff social committees, whether department or school-based, may choose to purchase a gift using member generated funds as these monies are collected on a volunteer basis.

Legal Reference

Education Act S. 265 (1) (b); S. 286 (1) (b)

Procedure History

Approved:	Jan 2012; Nov 2021
Reviewed:	Oct 2021
Revised:	Jan 2012; Oct 2021