

RETIREMENT AND LONG SERVICE PROCEDURE FOR FUNCTIONS

PROCEDURE FOR FUNCTIONS:

- (1) A subcommittee of the Program, Policy Review and Personnel Committee of the board will be responsible for organizing the annual recognition of all long serving and retiring divisional employees.
- (2) The subcommittee will consist of the chair of the Program, Policy Review and Personnel Committee (or designate), the chair of the Board of Trustees (or designate) and the Secretary-Treasurer (or designate). The chair of the Program, Policy Review and Personnel Committee of the Board will assign duties and responsibilities to additional trustees as deemed necessary.
- (3) The chair of Program, Policy Review and Personnel Committee will present an annual employee recognition plan developed by the subcommittee, including estimated costs, to the board for information.

A. Retirement Recognition

- (1) Employees fulfilling the following criteria will be eligible for board recognition at the time of retirement:
 - (a) 55 years of age or older
 - (b) minimum of 10 years of service in the school division
- (2) Retiring employees will be recognized with a memento of their accomplishment at an afterwork hours event hosted by the board and emceed by the chair of the Program, Policy Review and Personnel Committee (or designate) on the second Thursday of June.

B. Long Service Recognition

- (1) Employees fulfilling the following criteria will be eligible for Long Service board recognition:
 - (a) minimum of 25 years of service in the division.
 - (b) years of service will include years while an employee is on extended sick leave, maternity/parental/adoptive leave in accordance with legislation, secondment, or salary continuance.
 - (c) personal leave of absence will not be included in an employee's years of service calculation, nor will such leave constitute a break in service.



**RETIREMENT AND LONG SERVICE
PROCEDURE FOR FUNCTIONS**

- (d) years of service of former employees of Transcona-Springfield School Division #12 and River East School Division #9 shall be combined with years of service in River East Transcona School Division.

- (2) Long service employees will be recognized with a memento of their accomplishment at an after-work hours event hosted by the board.

- (3) The subcommittee, in consultation with the Agenda Planning Committee, will determine the time and date in May when the afterhours Long Service recognition event will be held.

Recognition of long service and retirement may be extended to employees other than those indicated above who, at the discretion of the board, merit such recognition.

Effective Date: November 2, 2004 Review Date: November 13, 2019
September 19,
2006; January 15,
Amended Date: 2008; January 21,
2014; March 21,
2023
Board Motion(s): 583/04; 378/06;
9/08;16/14; 66/23
Legal/Cross Reference: