

## RETIREMENT AND LONG SERVICE PROCEDURE FOR FUNCTIONS

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- (1) A recognition dinner will be held annually on the second Thursday in June to recognize all employees who meet the criteria stated in GBLA – Recognition for Long Service and Retirement. The Program, Policy Review and Personnel Committee of the board will be responsible for organizing the event.

The chair of the Program, Policy Review and Personnel Committee will assign duties and responsibilities to trustees as deemed necessary or appropriate.

The chair of the Board of Trustees will present divisional awards, including the “In Appreciation” award.

- (2) Individuals being recognized and their guests will be invited to the dinner as guests of the division. Retirees may invite three guests and long service honourees may invite one guest. Additional guests may purchase tickets to the event (space permitting).

Each individual being recognized will be presented with a gift in recognition of his/her service to the school division.

- (3) Individuals or organizations that have made an outstanding contribution to the division as a whole may be awarded an “In Appreciation” award at this event.

Two dinner invitations will be provided to individuals or organizations receiving the award. Additional guests may purchase tickets to the event (space permitting).

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

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