



Niagara Catholic District School Board
**RETIREMENT & SERVICE RECOGNITION
CELEBRATION POLICY**

ADMINISTRATIVE OPERATIONAL PROCEDURES

200 – Human Resources

Policy No 201.2

Adopted Date: March 24, 1998

Latest Reviewed/Revised Date: June 16, 2015

The annual Retirement & Service Recognition Celebration shall be planned and organized through the Office of the Director of Education. The Board will annually invite its employee groups to participate as partners in planning the annual Niagara Catholic Retirement and Service Recognition Celebration. This Policy recognizes Retirees, 25 Year Service employees and in partnership with the Diocese of St. Catharines, 25th or 50th Anniversary Clergy.

RETIREES

The Niagara Catholic District School Board will recognize and honour employees on their retirement from Catholic education at the annual Retirement and Service Recognition Celebration.

ELIGIBILITY

All eligible employees of the Niagara Catholic District School Board who have declared their retirement as of August 31st of the current school year from the Niagara Catholic District School Board.

INVITATION AND NOMINATION

Through the Office of the Director of Education, an invitation to attend the Retirement and Service Recognition Celebration will be sent to all employees who have notified Human Resource Services of their retirement from the Niagara Catholic District School Board as of the current calendar year. The invitation will include two complimentary tickets for the employee and a guest to attend the celebration.

All employees are invited throughout the school year to self-identify their intent to participate in the Retirement and Service Recognition Celebration through their Principal, Supervisor or directly from the Retiree to the Office of the Director of Education.

25 YEAR SERVICE

The Niagara Catholic District School Board will recognize and honour employees who have contributed 25 years of service in Catholic education at the annual Retirement and Service Recognition Celebration.

ELIGIBILITY

All employees of the Niagara Catholic District School Board who have contributed 25 years of service in Catholic education as of the current calendar year.

INVITATION AND NOMINATION

Through the Office of the Director of Education, an invitation to attend the Retirement and Service Recognition Celebration will be sent to all employees who, based on the employment records of the Board, have 25 years of service in Catholic education. The invitation will include two complimentary tickets for the employee and a guest to attend the celebration.

All eligible employees celebrating 25 years of service in Catholic education are invited throughout the school year to self-identify their intent to participate in the Retirement and Service Recognition Celebration through their Principal, Supervisor or directly from the employee to the Office of the Director of Education.

25TH OR 50TH ANNIVERSARY – CLERGY

The Niagara Catholic District School Board will recognize and honour members of the clergy who have served within the Roman Catholic Diocese of St. Catharines and the jurisdiction of the Niagara Catholic District School Board who are celebrating their 25th or 50th anniversary. This recognition will take place at the annual Retirement and Service Recognition Celebration.

ELIGIBILITY

All members of the clergy who have served within the Roman Catholic Diocese of St. Catharines and within the jurisdiction of the Niagara Catholic District School Board who have served for 25 or 50 years as of the current calendar year.

INVITATION AND NOMINATION

Through the Office of the Director of Education, an invitation to attend the Retirement and Service Recognition Celebration will be sent to clergy who have served within the Roman Catholic Diocese of St. Catharines and the jurisdiction of the Niagara Catholic District School Board who, through the Bishop's Office and/or local Religious Orders, have been identified as eligible for this recognition.

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