

ADMINISTRATIVE PROCEDURE

Personnel and Employee Relations

Division Office Retirement
Protocols

PER #30

Reviewed: January 2025

Background

The Board's Policy for [Compensation and Benefits for Non-teaching Staff](#) states "the Superintendent will establish, for each school year, remuneration, terms and conditions of employment, and benefits for staff not covered by a collective agreement." Programs that formally recognize staff members for their contributions are an important part of any comprehensive benefit program. Given that Christ The Redeemer (CTR) Catholic School Division is committed to providing appropriate recognition to employees for their contributions to the success of our students the following will outline CTR Catholic's employee recognition plan.

Procedures for Division Office Retirement

The following protocols will be used when there is a division office employee retiring from a position in the division office.

1. Announcement Protocol

Human Resources will lead the communication process when a retirement is announced. The following process should occur:

- 1.1. The division office staff will be informed at the first division office staff meeting that occurs after the decision.
- 1.2. Human Resources will create an announcement that will include details of the retirement and the accomplishments of the individual over their career (in and out of CTR Catholic). This announcement will be sent to all CTR Catholic staff on the "Everyone" email list. A press release will be sent to local media for Senior Administrators.

2. Retirement Event Protocol

The Communications Department, and the department the employee belongs to, will spearhead the organization of the retirement event for the retiree. A discretionary budget of up to \$500.00 can be allocated toward this event and must adhere to other Administrative Procedures. To offset the cost of retirement event, tickets to attend will be made available for purchase. Four complimentary tickets will be made available to the retiree. In arranging the retirement event, the following guidelines should be followed:

- 2.1. Reception: The purpose of this reception is to personally acknowledge the individual and allow for all division office staff to share their best wishes.
- 2.2. Invitee List: All division office staff; school administrators; school staff who would have had direct contact with the employee (e.g. learning support teachers for Director of Student Services), family members, school trustees.

2.3. Food and Beverage arrangements.

2.4. Program:

2.4.1. General Social Gathering

2.4.2. Opening Prayer

2.4.3. Welcome and Introduction of Family and Special Guests

2.4.4. Keynote Speakers:

2.4.4.1. Superintendent

2.4.4.2. Direct Supervisor

2.4.4.3. Other Colleagues

2.4.4.4. Invitation for family members to speak

2.4.4.5. Retiree Responds

2.4.5. Gift Presentation

2.4.6. Social Gathering

3. Gift Protocol

The retiree will receive the following:

3.1. Gift: CTR Catholic Crucifix from the Catholic Education Centre.

3.2. A greeting card from all division office staff.

3.3. Personal gifts and greeting cards at the discretion of individuals.