

ADMINISTRATIVE PROCEDURE

Personnel and Employee Relations

School Based Retirement
Protocols

PER #31

Revised: 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 School Based Retirement

The following protocols will be used when we have a school-based employee retire from a position.

1. Announcement Protocol

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

- 1.1. The Human Resources department will inform the Senior Administration of the retirement.
- 1.2. The Division office staff will be informed at the first Division office staff meeting that occurs after the decision.
- 1.3. 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" list.

2. Retirement Event Protocol

The retirement events for the individual are the responsibility of the school. It is strongly encouraged that each school identify a meaningful way to recognize and celebrate the individual retiring. Senior Administration of CTR should be invited to the event.

3. Gift Protocol

The retiree will receive the following gifts:

- 3.1. CTR Catholic Crucifix.
- 3.2. Greeting Cards:
 - 3.2.1. One from all the CTR Catholic Division office staff.
 - 3.2.2. Individual cards.
- 3.3. Personal gifts at the discretion of individuals.