



POLICY SECTION: HUMAN RESOURCES

SUB-SECTION: MISCELLANEOUS

POLICY NAME: RECOGNITION OF EMPLOYMENT SERVICE AND RETIREMENT

POLICY NO: H.M. 04

Date Approved:	Date of Review:	Dates of Amendment:
<p>Cross Reference:</p> <p>H.M. 09 - Twenty- Five Year Recognition Program*</p> <p>H.M. 10 - Retirement Ceremonies*</p> <p>*Rescinded – month/day/year</p>		
Appendices:		

Purpose:

This Policy affirms the Toronto Catholic District School Board's (TCDSB) commitment to recognize the outstanding contribution made by all Toronto Catholic District School Board employees who have reached twenty-five years of dedicated service with the TCDSB. This policy also acknowledges the TCDSB's pledge to appreciate the new retirees for their years of outstanding service with the TCDSB.

In keeping with the mission, vision and values of the Toronto Catholic District School Board, the Toronto Catholic District School Board believes that the realization of the goals of Catholic education, founded on faith, inspired by the Gospel, and committed to services requires leadership at all levels. The TCDSB recognizes that our school communities exist primarily to foster and exemplify Catholic values centered on the person of Jesus Christ.

Our Mission will continue the focus on nurturing the faith development and academic excellence of our Catholic learning community through the love of God, neighbour, and self.



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Scope and Responsibility:

The policy applies to all employees of the Toronto Catholic District School Board in recognition of the twenty-five years of service with the Toronto Catholic District School Board. The policy also recognizes the outstanding years of dedicated service of our employees who retire from the Toronto Catholic District School Board.

The Director of Education and the Executive Superintendent of Human Resources, Leadership & Equity are responsible for this policy.

Alignment with MYSP:

Learning – Growing in Knowledge

Continue to develop a Christ-centered learning organization in pursuit of knowledge, innovation, and responsiveness.

Equity – Growing in Knowledge with Justice

Apply Catholic social justice to nurture a community focused on equity, diversity, inclusion, anti-racism, and anti-oppression.

Well-Being – Growing in Knowledge with Justice and Hope

Strengthen an environment rooted in Gospel values that nurtures hope and well-being and to better support a work-life balance for all staff that nurtures spiritual, emotional, physical, and social well-being.



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Policy:

- I. There shall be a Twenty-Five Year Employee Recognition Program for active employees who have completed twenty-five years of service with the Toronto Catholic District School Board.**

Regulations:

1. A Toronto Catholic District School Board Twenty-Five Year Employee Recognition Program certificate and a small of token of appreciation shall be given to each employee in recognition of the completion of twenty-five years of service with the Toronto Catholic District School Board.
2. An annual induction ceremony shall be held for employees completing twenty-five years of service with the Toronto Catholic District School Board in the month of February. Each new member may invite their family members/ guests. **This ceremony shall include the celebration of Holy Mass.**
3. The years of service with the Toronto Catholic District School Board to be confirmed by the Human Resources Department.
4. Recognition of the twenty-five years of service for employees of TCDSB will be announced in the Director's Bulletin annually.

- II. The retirees of TCDSB shall be honoured by the Board of Trustees at an annual retirement ceremony.**

Regulations:

1. Permanent employees who retire will be honoured regardless of length of service.



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2. An annual retirement ceremony shall be held to honour the newly retired employees. Retirees may be accompanied by their family members/ guests. **This ceremony shall include the celebration of Holy Mass.**
3. A small token of appreciation will be presented to each retiree.
4. Appropriate funds to cover the cost of retirement ceremonies and token of appreciation will be included in the annual budget.
5. The ceremony shall take place in the month of November.