



## **STAFF RETIREMENT RECOGNITION**

**Date Approved: 1999 06 09**

**Projected Review Date: 2001 06**

---

**Policy Statement: It is the policy of The Hamilton-Wentworth District School Board to recognize its retiring employees.**

**RESPONSIBILITY:** Director of Education and Secretary

**OPERATING PROCEDURES:**

1. All retiring employees shall be invited to a Board-sponsored retirement reception. The invitation will include the opportunity for each retiree to bring a guest.
2. The reception will be held each year with the details planned by the Office of the Director of Education and Secretary in consultation and collaboration with the Chair of the Board.
3. A commemorative gift for each employee in recognition of the years of service shall be chosen by the Chair of the Board.
4. All Trustees and Senior Officials shall be invited to attend.
5. The cost of the reception not to exceed the approved budgeted amount.

**Reference:** Not applicable.