#### **Administrative Procedure 460**





The Director and Trustees of the Limestone District School Board recognize the invaluable contribution that all staff makes in delivering and supporting quality education to our students. Accordingly, the Board is committed to recognizing and demonstrating appreciation to employees who have worked for the Board (or its predecessors) for twenty-five years, and to those staff members eligible for pensionable retirement.

# 1. Twenty-Five Year Service Awards

- 1.1. Any staff member who has completed twenty-five years of service with Limestone District School Board (or its predecessor boards) will be recognized.
- 1.2. Employee service is cumulative and includes all periods of service totaling the equivalent of 25 years calculated from the date of hire.
- 1.3. The Silver and Gold Committee will provide staff recognition gifts for presentation at an annual celebration.

# 2. Retiring Staff Members: 10 Years or More of Service

- 2.1. The Silver and Gold Committee will facilitate an annual spring celebration for pensionable retiring staff members with at least ten years of service with Limestone District School Board (or its predecessor boards).
  - 2.1.1. Further to 2.1 above and where approved by the Director, members retiring with less than ten years of service with the Board may be recognized. Such decisions will be made on a case-by-case basis.
  - 2.1.2. Retiring employees will be presented with a recognition gift.

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## 3. Personal Retirement Celebration

3.1. When a staff member retires, the site administrator may plan a personal retirement celebration for their staff member(s).