



PROCEDURAL GUIDELINES
RECOGNITION OF LONG SERVICE AND RETIRING EMPLOYEES

1. The Manager of Human Resources will plan and co-ordinate this function.
2. The function will be held between September and November of each year and will honour all retirees and 25-year service employees. Should an employee be completing 25 years of service and retiring at the same time, he/she shall be honoured for each.
3. The function will consist of a get-together and will include a presentation of a suitable gift to employees being honoured.
4. The guest list for the function will include the following:
 - Employees who are being honoured and guest(s) (e.g., spouse, friend or relative)
 - Trustees
 - Administrative Council
 - Appropriate supervisory personnel
 - Union representatives (OECTA, CUPE, OSSTF, CPCO)