



# Huron-Superior Catholic

## DISTRICT SCHOOL BOARD

### PROCEDURAL GUIDELINES RECOGNITION OF LONG SERVICE AND RETIRING EMPLOYEES

1. The Manager of Human Resources, with the assistance of the Human Resource Department, will plan and co-ordinate these events.
2. A function will be held in the fall of each year and will honour all 25-year service employees. A dinner will be held in June of each year to recognize all retirees.
3. The functions will consist of a get-together and will include a presentation of a suitable gift.
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)