

<p><b>Personnel and Employee Relations</b> <b>7530</b> <b>Recognition of Long-Term Staff</b></p>	<b>Administrative Application</b>	
	<b>Last Reviewed /Approved on:</b>	February 12, 2019
	<b>References:</b>	Policy 12 – Role of the Director Procedure for 15 and 25 years of Service Awards
	<b>Status:</b>	Operational

### Application

The Regina Catholic School Division (RCSD) will provide annual special recognition for long-term employees.

1. The school division will recognize staff employment in the following categories:
  - a. 15 years' service
  - b. 25 years' service
  - c. Retiring/superannuating staff
  
2. Notwithstanding the above, from time to time, the school division may recognize long-term retired/superannuated or retiring/superannuating staff for their exceptional contributions to the school division as follows:
  - a. The Board or any staff member of the school division may initiate recommendations for special recognition.
  - b. The Director shall approve all recommendations to recognize a staff member before presentation to the Board.
  - c. Wherever feasible, requests should be initiated at least four (4) months before the date of special recognition.