

Personnel and Employee Relations 7530 Employee Recognition	Administrative Application	
	Last Reviewed /Approved on:	August 14, 2024
	References:	Policy 2 – Role of the Board Procedure for Years of Service Awards
	Status:	Operational

Application

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

1. The school division will recognize staff employment in the following categories:
 - a. New teacher
 - b. 10 years' service
 - c. 15 years' service
 - d. 20 years' service
 - e. 25 years' service
 - f. 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.