

**DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD**

**BOARD POLICY / REGULATIONS**

<b>Board Policy Number:</b>	6.69
<b>Subject:</b>	<b>Recognition of Service</b>
<b>Effective Date:</b>	(276) 1980; Revised June 1, 2000; (347) November 1, 2010

The Dufferin-Peel Catholic District School Board shall recognize employees through the Service Recognition and Awards Program. The Service Recognition and Awards Program recognizes employees who have completed 5, 10, 15, 20, 25, 30 and 35 years of continuous service with the School Board. Employees who retire from the School Board with a minimum of 10 continuous years of service are also recognized for their years of service.

**Criteria and Timelines**

The following criteria for eligibility and timelines will apply:

- a) Employees reaching 5, 10, 15 and 20 continuous years of service with the Board will be honoured through celebrations held at their school or department.
  
- b) Employees with 25, 30, and 35 continuous years of service with the Board, along with employees who retire from the Board, will be honoured at an Appreciation Night, to be held in the fall of each year.

**Process**

The Human Resources Department will obtain the names of those eligible from the Personnel / Payroll computer system.

**Budget**

The Superintendent, Human Resources maintains the budget for the Service Recognition Program and for the Appreciation Night. The nature and scope of the gifts will be brought to the Board for review, from time to time. The Budget will be approved by the Board.