



HURON-PERTH CATHOLIC
District School Board

Recognition of Continuous Service

Adopted:	February 23, 1998	Policy #:	P 3.4.5.
Revised:	September 28, 2026	Policy Category:	3.4. Human Resources

BELIEF STATEMENT:

The Huron-Perth Catholic District School Board provides a high quality Catholic education to the community of Huron-Perth. The Board believes that all students deserve the best learning opportunities each and every day, so our students can reach their full potential and be healthy, successful learners. This requires faith-filled learning environments supporting the retention, recognition and celebration of our valuable employees.

POLICY STATEMENT:

Rooted in our Catholic faith, every season of life is a sacred gift from God, possessing its own unique grace and purpose. The Board celebrates our employees' retirement not as a withdrawal from vocational calling, but as a transition into a renewed phase of spiritual growth, reflection, and community presence. Recognizing our employees' service is guided by a profound respect for the dignity of the human person, inspired from the life and charism of our patron Saint André Bessette and a commitment to accompanying our employees through all of life's transitions.

PROCEDURES:

In recognition of the time, talents, and devotion shared with the Board, a gift is given upon an employee's retirement. The Board recognizes that no material object can adequately measure the true value of a person's lifelong service or their inherent worth in the eyes of God. Rather, this gift to our retiring employees serves as a humble token of the Board's profound gratitude.

Guided by our commitment to both equitable fairness and responsible stewardship of the resources entrusted to us, the monetary value of the retirement gift is determined by a standardized schedule based on years of continuous service. This ensures that all retiring members are honoured consistently with the following criteria:

Years of Continuous Service with the Board	Value of Gift
One (1) to ten (10) years	\$50.00
Greater than ten (10) years to twenty (20) years	\$100.00
Greater than twenty (20) years	\$150.00

DEFINITIONS:

- Continuous Service is the period during which the employee remains employed with the Board without breaks or interruptions.

REFERENCES:

- N/A

RESOURCES, APPENDICES AND FORMS:

- N/A