

EMPLOYEES

Recognition of Long Service and Retirement of Employees

Adopted under Safe and Respectful Workplace and Harassment Prevention Policy

1.0 Objective

- 1.1 This Procedure is adopted to support the implementation of the Durham District School Board's Safe and Respectful Workplace and Harassment Prevention Policy (the "Safe and Respectful Workplace Policy") by outlining the process to recognize long service and retirement of employees.
- 1.2 The District is committed to providing services, employment and learning and working environments that centre Indigenous rights, human rights and equity and are welcoming, respectful, safe, inclusive, equitable, accessible and free from oppression, discrimination (including and not limited to all forms of racism, ableism, sexism, homophobia, biphobia, transphobia, faithism and ageism), harassment and harm.
- 1.3 This procedure is to be interpreted and applied in accordance with the District's commitment to promoting and upholding Indigenous rights and human rights in all of its learning and working environments. This includes anti-colonial, anti-discriminatory and anti-racist approaches and actions to provide services and employment that are safe, welcoming, respectful, inclusive, equitable, accessible and free from discrimination and harassment consistent with the, DDSB's Human Rights, Anti-Discrimination and Anti-Racism Policy, the Indigenous Education Policy, the Safe and Respectful Workplace and Harassment Prevention Policy.

2.0 Definitions

In this procedure,

- 2.1 Board refers to the Board of Trustees
- 2.2 District refers to the Durham District School Board or its predecessors
- 2.3 Service refers to an employee's period of continuous employment with the District from the effective date of hire into a permanent position. Periods spent on approved leaves of absences will be included for purposes of this procedure.

3.0 Procedure

- 3.1 The Superintendent responsible for Human Resources, or designate, will be responsible for:
 - a) Identifying employees who reach service milestones identified in this procedure
 - b) Preparing and distributing appropriate expressions of appreciation for long-service employees through their respective supervisors or work locations

c) Identifying retiring employees for inclusion in the annual Retirement Celebration

3.2 Principals, Managers, Supervisors will be responsible for:

a) Ensuring that long service employees, as identifies by the Superintendent responsible for Human Resources, are recognized and acknowledged, including presentation of a certificate or similar expression of appreciation

3.3 Long Service

3.3.1 Annually, the Superintendent of Human Resources will identify those employees who have completed 20, 25, 30 and 35 years of service with the District as of December 31 each year, which will be presented in the following year.

3.3.2 As an expression of appreciation, employees identified in paragraph 3.3, will be recognized for their service during September/October by their respective supervisor and presented with a certificate and pin to be provided by People and Culture.

3.3.3 In addition, the employees identified in paragraph 3.3, will receive a recognition letter from the Chair of the Board and Director of Education.

3.3.4 25 years of service will be provided with a letter from the Chair of the Board and Director of Education, certificate, pin and additional expression of appreciation. The additional expression of appreciation will allow choice from:

- Canadian Landscape Art Print - Group of Seven
- Indigenous Artwork from local artists
- Artwork from local artists
- Direct Donation to Ignite Learning Foundation on behalf of the employee

3.4 Retirement

3.4.1 Retiring employees will be identified through the online retirement process.

3.4.2 All retiring employees will be formally recognized at the annual Retirement Celebration Submissions must be received by May 1st of each year for retirement up to August 31st.

3.4.3 In recognition of their service, each retiring employee will receive a certificate and a small token of appreciation.

4.0 Reference Documents

4.1 Policies
Safe and Respectful Workplace and Harassment Prevention Policy

Effective Date
2023- 03- 28

Amended
2023- 03- 28