

Administrative Procedure 417

RETIREMENT CELEBRATIONS

Background

In order to recognize the retirement of employees within all employee groups (ATA, AUPE, Out of Scope and Unifor), the Board of Trustees annually hosts at a large Division function. On occasion, a school/site may wish to recognize the retirement of a staff member(s). In light of the public nature of our operations, attention must be paid to the nature of these functions.

Procedures

1. Retirement celebrations sponsored by a school/site are intended for the immediate family of the retiree, the staff of the school/site and/or colleagues of the retiree.
2. The school or site is the most appropriate venue for the celebration, however, another location that has an inexpensive room rental is acceptable.
3. A reasonable budget shall be determined for the occasion. If the cost is expected to be more than \$500 for the event, a detailed budget must be presented to the Deputy Superintendent, Leadership Support Services prior to making any financial or other contractual commitments and prior to inviting participants to the event.
4. If the retirement celebration is held in conjunction with another school event, the additional cost of the retirement celebration should not exceed \$500. If the additional cost is more than \$500, a detailed budget must be presented to the Deputy Superintendent, Leadership Support Services prior to making any financial or other contractual commitments and prior to inviting participants to the event.
5. Alcohol may not be served at any retirement event held at a non-Division owned venue prior to 4 p.m. Please also refer to [Administrative Procedure 169 - Possession and Consumption of Alcohol and Cannabis](#) with regard to further procedures regarding the service of alcohol at retirement events.

Adopted: January 12, 2018
Reviewed/Revised: February 5, 2021

Reference: Administrative Procedure 169 Consumption of Alcohol
Administrative Procedure 414 Staff Recognition – Use of Division Funds