

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 500 – Personnel and Employee Relations

ADMINISTRATIVE PROCEDURE: RETIREMENT RECOGNITION

<i>PROCEDURE CODE:</i>	<i>522 AP 002</i>
Policy Reference: 522 – Staff Recognition and Celebration	

PROCEDURE

1. Presentations will be made to retiring employees as a means of recognizing and honouring their contribution and service to this school system.
2. All retiring employees will be eligible.
3. Retirees will also be recognized at the Board's Annual Appreciation Dinner.
4. Upon retirement, employees will receive the following:
 - 4.1. For 1 to 9 years of service on continuous or regular on-going contract in this school system: *Certificate*
 - 4.2. For 10 to 19 years of service on continuous or regular on-going contract in this school system: *Appropriate gift or check valued at \$100.00*
 - 4.3. For 20 to 29 years of service on continuous or regular on-going contract in this school system: *Appropriate gift or check valued at \$300.00*
 - 4.4. For 30 or more years of service on continuous or regular on-going contract in this school system: *Appropriate gift or check valued at \$400.00*

Approved: March 15, 2005

Revised: May 12, 2025