

ADMINISTRATIVE PROCEDURE

Personnel and Employee Relations

Division Office Resignation
Protocols

PER #29

Revised December 2024

Background

The Board's Policy for [Compensation and Benefits for Non-teaching Staff](#) states *"the Superintendent will establish, for each school year, remuneration, terms and conditions of employment, and benefits for staff not covered by a collective agreement."* Programs that formally recognize staff members for their contributions are an important part of any comprehensive benefit program. Given that Christ The Redeemer (CTR) Catholic School Division is committed to providing appropriate recognition to employees for their contributions to the success of our students the following will outline CTR Catholic's employee recognition plan.

Procedures for Division Office Resignations

Dependent on the length of service to CTR Catholic, the following protocols may be used when a Division office employee resigns from a position at Division office.

1. Announcement Protocol

Human Resources will lead the communication process when a resignation is announced. The following process may occur:

- 1.1. The Division office staff will be informed at the first Division office staff meeting that occurs after the employee resigns.
- 1.2. Human Resources may create an announcement that will include details of the resignation and the accomplishments of the individual over their career (in and out of CTR Catholic). This announcement will be emailed to all CTR Catholic staff. Depending on the length of service to CTR Catholic, a press release may also be sent to local media for Senior Administrators.

2. Resignation Event Protocol

2.1. Dependent on the length of service to CTR Catholic and the discretion of the Superintendent, the Director of Communications may spearhead the organization of a farewell event for the resigning employee. If such an event takes place, it may include:

- 2.1.1. Special Acknowledgment by Superintendent and other employees at a Monday morning prayer/meeting.
- 2.1.2. Farewell Lunch: The purpose of this lunch would be to personally acknowledge the individual and allow for all office staff to share their best wishes. This can be coordinated by the individual's direct supervisor, where appropriate.
- 2.1.3. Invitee List: Division Office Staff or a list created based on the wishes of the resigning employee.
- 2.1.4. School Based employees of CTR Catholic.

3. Gift Protocol

3.1. The resigning employee will receive the following gifts:

3.1.1. Faith Gift: CTR Catholic retirement gift from the Catholic Education Centre.

3.1.2. Greeting Cards:

3.1.2.1. One from all the Division office staff.

3.1.2.2. Individual cards.

3.2. Personal gifts at the discretion of individuals.