

RETIREMENT GRATUITIES

Background

The Board believes that it is important to recognize those employees who retire each year from the Northwest School Division. In an effort to show appreciation for the time commitment and dedication to their chosen profession through the years, the Board has established a retirement gratuity model for all school division employees.

Procedures

1. Non-Teaching Employees

A \$1200.00 gratuity will be dispersed, through an application process, to a retiring employee if they meet the following three (3) criteria:

- 1.1 must have completed a minimum of ten (10) years of continuous service with the Northwest School Division (or legacy school divisions),
- 1.2 be a minimum of fifty (50) years of age and,
- 1.3 have resigned from their position with the Northwest School Division.

Employee service shall include service as a contractor of the Northwest School Division #203 or its legacy divisions prior to becoming an employee of the same.

Each application shall be reviewed by the Superintendent of Human Resources on a case-by-case basis.

2. Employees under a Teaching Contract

The gratuity for employees in this category is defined in section 18 "Retirement Gratuity" of the *Local Bargaining Agreement between the Board of Education of the Northwest School Division #203 and The Northwest Teachers' Association (LINC)*.

3. Central Office Administrators

A \$5000.00 gratuity will be dispersed to the CEO, CFO and any Superintendent of the Northwest School Division upon retirement. In order to meet eligibility requirements for this gratuity, employees must have completed a minimum of five (5) years of continuous service with the Northwest School Division in one or more of these positions.

Approved: November 21, 2025