



**Directive on the  
Disbursements for Employee Recognition and Social Events\*\*\*  
(Adopted at DCM on March 16, 2026)**

**A. PURPOSE**

The purpose of this Directive is to define the financial framework by which contributions may be made by Riverside School Board for employee recognition and social events.

**B. PROFESSIONAL AND SOCIAL EVENTS**

Events which recognize employee contribution or social events which underline a milestone such as the opening of a school or centre.

**C. AMOUNTS ALLOWED**

- Any amounts disbursed for food cannot exceed the amounts stipulated in the **Directive on the Reimbursement of Expenses**.
- Any amounts given for employee recognition shall comply with the chart below.
- There shall be no reimbursement of the cost of alcohol as the service of alcohol is prohibited on school board premises. (Alcohol may be served during fundraising events only, license required.)

EVENT	AMOUNT(S)
Recognition of twenty-five years of service <b>(BOARD EVENT)</b>	When a staff member reaches twenty-five years of service a gift may be given which cannot exceed \$25 in value including taxes remitted at the banquet held for that occasion.
Recognition of employee upon retirement <b>(BOARD EVENT)</b>	When a staff member retires, a gift may be given which cannot exceed \$120 in value including taxes.
Recognition for the contribution of volunteers and/or interns	A yearly token gift can be offered for the recognition of a volunteer or that of an intern of \$10 in value including taxes.
“Welcome Back” activities	The maximum allowed to be spent for “Welcome Back” activities is \$15 per employee excluding the cost of Professional Development.



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Staff Appreciation Week	The maximum allowed to be spent for Staff Appreciation is \$15 per employee.
Special Treats for Staff (i.e. Monthly Admin Meetings at Admin Centre)	The maximum allowed to be spent is \$20 per employee for the entire school year.
Social Activities (December and June)	The maximum allowed to be spent for Social Activities is \$20 per person per year.
Life event involving a staff member or a student such as hospitalization or passing away.	A greeting card on behalf of the School Board.  Note: Private collections are not impacted by this Directive.

\*\*\*Subject to budgetary limits