

## HOKOWHITU SCHOOL FAREWELL FUNCTION & GIFT POLICY

### RATIONALE:

Staff are important part of Hokowhitu School and their contributions are valued.

### PURPOSES:

When staff resign it is the Board of Trustees policy to recognise their service to the school based on the number of years of service and whether they are full-time or part-time.

### GUIDELINES:

1. At the full discretion of the Board of Trustees, staff members are given an appropriate farewell on their retirement or resignation for permanent staff, or completion of a fixed-term contract of one year or more.
2. This policy provides for a total farewell function or gift value based on years of service and which is pro-rated for part-time staff.
3. The Board of Trustees contribution can be put towards a farewell function and/or gift; staff members are given the opportunity to contribute to the farewell gift for staff members.
4. The type of function is to be at the Board's discretion and, within reason, additional costs may be approved by the Board.
5. The recommended contributions are as follows:

Years of Service	\$ Amount
Up to 2	50
3	75
4	100
5	125
6	150
7	175
8+	200

### CONCLUSION:

The Hokowhitu School Board of Trustees values staff contributions and it is their policy to recognise those contributions by way of farewell function and/or gift at the end of their employment.

Associated procedures/handbooks:

Policy ratified on: 13 April 2016

Review date: April 2018

Chairperson.....

Principal.....