

HOKOWHITU SCHOOL RECOGNITION OF SERVICE POLICY (2024)

PURPOSE

The Hokowhitu School Board will ensure that staff who leave the school are appropriately recognised for their service.

GUIDELINES

General Principles

1. The Board's responsibility to be a good employer includes supporting staff wellbeing by recognising individual and collective service to the school community.
2. Where the Board deems it appropriate to provide funding in recognition of staff service, the amount and frequency must be moderate and conservative as a matter of sensitive expenditure.
3. Any Board funding in recognition of staff service must be within budget.
4. The Principal is delegated to approve all expenditure detailed in this policy, other than the exceptions specified below, in accordance with the Delegations Policy.
 - a. Any koha payment made in accordance with Guideline 7 must be approved in advance by the Board and minuted in Part 1 of a Board meeting.
 - b. Any financial contribution in excess of the amounts specified in this policy must be approved in advance by the Board and minuted in Part 1 of a Board meeting.

Christmas functions

5. The Board will fund an annual Christmas function for all school staff to an amount of up to \$60 per person.
 - a. Board funds cannot be spent on the purchase of alcohol, but alcohol can be provided by other means at the Board-funded Christmas function.

Collective staff recognition of exceptional service

6. Where staff have collectively been working for a sustained period in difficult circumstances (i.e., in a health emergency or following a traumatic event) or have been working for a sustained period above and beyond usual expectations (i.e., for a school production), then the Board may choose to fund a morning tea for all staff to an amount of up to \$25 per person.
 - a. The Board will not fund more than two such morning teas per year.
7. Where staff have collectively incurred significant time, financial, or other costs above and beyond usual expectations (i.e., working from home during a health emergency), then the Board may deem it appropriate to offer a koha payment in acknowledgment.

Recognition of long service

8. At the full discretion of the Board, the service of staff members will be formally recognised at the completion of every five years of continuous employment, inclusive of all leave periods.
9. The recommended Board acknowledgment for completion of milestone anniversaries is \$200 per

five-year period.

- a. The Board's acknowledgment will take the form of a gift card.
- b. The school will maintain a register of gift card purchases, and all recipients will acknowledge in writing their receipt of a gift card.

Retirement or resignation

10. At the full discretion of the Board, the service of permanent staff members will be formally recognised on their retirement or resignation, and the service of fixed-term staff will be recognised upon the completion of a contract of one year or more.
11. The resigning of retiring staff member will be recognised through a total amount of Board funding based on their years of service to the school.
 - a. The Board's contribution can be put towards a farewell function and/or gift, in accordance with the wishes of the departing staff member.
 - b. Other school staff will be given the opportunity to contribute to any farewell gift.
12. The recommended Board contributions for full-time staff are as follows, with the contribution for part-time staff pro-rated accordingly:

Completed Years of Service	\$ Amount
Up to 2	100
3-5	250
6-9	400
10+	500

13. Reasonable additional costs associated with hosting a farewell event may be approved by the Board.

ASSOCIATED POLICIES/PROCEDURES/HANDBOOKS

Guidelines

- Controlling Sensitive Expenditure: Guidelines for Public Entities (Controller and Auditor-General)

School Policies, Procedures, and Other Documents

- Delegations Policy
- Financial Policy

Ratification date: 10 September 2024

Review date: Term 1 (May-June) 2025

Presiding Member

Principal