

Policy and Procedure Guide

Subject: Gifts and Acknowledgements for Staff	Date Effective: September 2011
	Review Date: By end of September 2012

Responsible to: General Manager**Applies to:** All WRFKA Staff**Purpose:** To ensure that staff are acknowledged for long service, graduation and bereavement.

Definitions:

- “Bereavement” includes the death of a partner or spouse.
- “Graduation” includes staff members who achieve additional qualifications.

References: •

POLICY

1. Following notification to the Association, staff will receive appropriate gifts to ensure staff are acknowledged.
2. Staff resigning from the Association will receive a gift or vouchers. As a guideline, the value of this gift or voucher will be approximately \$10.00 for every year of service.
3. The Association will send a card to a staff member following a bereavement of their spouse, partner or close family member. Other tributes may be considered and arranged as appropriate.
4. Teachers who move from Provisional to Full Registration or staff who achieve additional qualifications will be presented with an engraved pen and a small gift, e.g. chocolates or wine.
5. Staff who have worked for the Association for 20 years will be presented with an engraved pen and a small gift, e.g. “20 years” t-shirt.

PROCEDURES

1. Gifts for moving to Full Registration and achieving additional qualifications will generally be presented at the annual Full Staff Meeting.
2. Senior Teachers will generally be responsible for organising and delivering other gifts or tributes, informing and/or consulting with the Administration Manager when appropriate.