



Policy – Recognition of Service

Policy to support NAG 4 Financial and Property Management

Outcome statement

There will be a fair and establish a formula for calculating the value of a gift for departing staff members using Board funds.

Scoping

All employees of the school will be covered under this policy regardless of position.

Delegations

The principal / executive officer is delegated day-to-day responsibility for ensuring that this policy is applied to any staff leaving after a period of employment.

Expectations and limitations

On behalf of the school and staff, BOT will acknowledge service when staff resigns with an appropriate gift to be presented at either a farewell function or school assembly, whichever is appropriate.

Unless an exception is made by the Board the following table will be used as a formula for calculating the Boards contribution.

Payroll information will be used to confirm the length of service at school. Contribution to part-time staff will be pro-rata to their position.

Length of service (Years)	Amount
Up to 1	\$20
2	\$50
3	\$75
4	\$100
5	\$125
6	\$150
7	\$175
8+	\$200

Monitoring

Annual Budget. Monthly Financial reports

Reviewed: *March 2022*

Next review: *March 2025*