

**DANDENONG HIGH SCHOOL**

**STAFF RETIREMENTS/RESIGNATIONS POLICY**

**Preamble**

Teachers, School Leaders and ESO staff who either retire or resign while at Dandenong High School should receive recognition for their years of service to the school and the Department of Education as a whole.

Staff whose short-term contract ends will receive a small token, provided by the Staff Association, at the end of term morning tea on the last day of their contract, which recognises their contribution to the school.

**Purpose**

This Policy establishes guidelines for the recognition of teachers and ESO staff leaving Dandenong High School permanently due to retirement or resignation.

**Implementation**

The acknowledgement of contribution could take the form of the following:

* An afternoon function for the staff and invited family members of the person resigning or retiring
* A maximum of three afternoon functions to be held during the year to cater for one or more staff retiring. Staff retiring/resigning at the end of a school year may normally receive recognition at the staff function on the last school day
* The functions for staff resigning or retiring to be funded by Dandenong High School Council and the Staff Association
* The Staff Association and/or representative of the ESO staff, to ensure that approximate equity is maintained between the gifts given to the staff resigning or retiring
* If a large number of staff retire/resign at the same time, the Staff Association should seek advice from the Principal about the funding of appropriate gifts
* A small memento of Dandenong High School to be given to staff at the function upon their retirement or resignation
* Staff who have served on School Council for one term [currently 2 years] to receive a letter of thanks and for more than one term, a letter and a small gift on behalf of School Council
* Functions other than those funded by the school and which not all staff are able to attend, should be held outside school hours and at a venue outside the school unless other arrangements have been made with the administration. These would normally be arranged by staff working with the teacher/ESO staff member retiring or resigning.
* Gifts other than those from the Staff Association and Dandenong High School to be presented at functions other than the official retirement/resignation function.
* The acknowledgement of a contribution is dependent on the number of years of service and whether the staff member is moving on to further employment. Recognition will take the form of the following:
  + Staff members of 0-3 years of service to Dandenong High School- recognition and small gift, purchased by Staff Association, will be presented at the end of term morning tea.
* Please note: The end of term morning tea is provided by School Council and the School Administration each term.
  + Staff members, who have given ongoing employment of more than 5 years, will be recognised ‘as above’ but also presented with a Dandenong High School spoon.
  + If a staff member has been in ongoing employment for more than 10 years or has been a member of the School leadership team, the School Council, Administration may also contribute to the gift.
  + If a staff member is retiring from the Department and not moving to ongoing employment elsewhere, they will be honoured at a retirement function hosted by the school.
* The school will hold a retirement function in Term 1 each year that will be funded by the School Council and hosted by the Principal. All staff, selected family and friends of retirees and members of School Council will be invited.
* If there are insufficient staff retiring, the school may not hold a function in a year or may hold more than one if there are a significant number of staff members to acknowledge. The decision will be at the discretion of the Principal.
* They will be presented with a gift (a watch of value and no greater than $200), and a Dandenong High School spoon.
* The staff members partner, if present, will be presented with a small arrangement of flowers.. All gifts will be funded by the School Administration and supported by School Council.
* Staff who have served on School Council for one term or more will receive a letter of thanks, which acknowledges their contribution to the school, and will be signed by the School Council President.

**Evaluation: This policy will be reviewed as part of the school’s three year review cycle**

**School Council Endorsement Date: 20th June 2017**