



# Kaitiaki Kindergartens

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## Operational Policies

### 3.04 Gifts and Acknowledgement of Staff

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**Classification:** Human Resources  
**Applies to:** All Staff  
**Approved by:** General Manager

**Date:** February 2020  
**Review Date:** February 2022

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#### Purpose:

- To ensure that staff are acknowledged for service, graduation, bereavement and maternity/paternity to provide guidelines for spending on gifts for these occasions.

#### Definitions:

- Kaitiaki Kindergartens – is referred to as 'The Association'
  - Graduation – includes staff members who achieve additional qualifications.
  - Kindergartens and Early Learning Centres – are referred to as services
  - Head Teachers and Centre Managers – are referred to as Service Leaders
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#### Policy

1. Following notification to The Association, staff will receive appropriate gifts, from The Association, to ensure staff are acknowledged.
    - a. Staff resigning from The Association will receive a gift or vouchers. As a guideline, the value of this gift or voucher should start at \$20 having completing the first year of service with an additional \$10.00 for every further year.
    - b. 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.
    - c. Teachers who move from Provisional to Full Registration or staff who achieve additional qualifications will have their achievements acknowledged by the General Manager.
    - d. The Association will send a card to a staff member at the time of maternity/paternity along with a small gift. A card will be sent by the Service Leader when the baby is born.
    - e. Staff who have worked for The Association for 20 years will be acknowledged by the General Manager.
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2. There may be times when service families, or the committee/whānau group, wish to acknowledge service staff by giving gifts. In this circumstance, families of service children may be offered the opportunity to make a personal contribution towards the gift in the form of a collection. This will be managed by the Service Leader and used to purchase a gift to the value of the collected funds.

A service's funds, which include operational budget and fundraising, must not be used to buy gifts or acknowledgements for staff members as this money has either been fundraised by the community or provided by The Association for spending on service operations.

The Service Leader may apply to the General Manager (GM), or Finance Manager (FM) for an exemption to this rule at which time the GM or FM will consider the merit of the request. The decision to spend service funds on gifts for staff members will be made prudently. Alcohol will not be purchased as a gift from service or Association funds.

## Procedures

1. Acknowledgement for moving to full registration and/or achieving additional qualifications will generally be presented at the annual conference.
2. Professional Practice Leaders will generally be responsible for organising and delivering gifts or tributes, informing and/or consulting with the other Managers when appropriate.

Signed:

Date:

General Manager

Endorsed by

Signed:

Date:

President of the Board

25/2/21