

**BOARD RESPONSE TO STAFF MILESTONES**

It is the intention of the Long Hill Township Board of Education (BOE) to indicate goodwill and appreciation toward the staff when deemed appropriate. Occasions of great personal moment or unusual achievement (such as but not limited to: birth, death, marriage, serious illness, retirement, awards and honors) shall be brought promptly to the attention of the Board President by the Chief School Administrator, who acts on the advice of the building principals. The Board President will refer to the guidelines below for an appropriate response, which he/she will then delegate to the Board Secretary.

These guidelines establish parameters by which to acknowledge staff milestones. They should be considered flexible and discretionary due to the variety of individual circumstances that accompany every milestone.

**GUIDELINES**

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| 1. Birth/Adoption of a Child                 | flowers and card of congratulations     |
| 2. Marriage                                  | card of best wishes                     |
| 3. Death of a parent or sibling              | card of sympathy, flowers, fruit basket |
| 4. Death of a spouse or child                | card of sympathy, flowers               |
| 5. Serious illness or operation              | get-well card, flowers                  |
| 6. Awards and honors pertaining to education | personal note of congratulations        |
| 7. Retirement                                | engraved tray                           |

Upon written notice that a staff member intends to retire, the Board President shall send a letter expressing thanks for years of service and inviting the retiree to the next regularly scheduled Board meeting for public recognition. At that meeting, thanks shall be expressed publicly and a gift shall be presented, depending in nature upon the number of years of continuous service with Long Hill Township.

The maximum amount to be spent on any one gift will not exceed \$200.

**Revised and readopted: May 14, 2012  
First reading: September 26, 2005  
Second reading: October 10, 2005**