

HARTNELL COMMUNITY COLLEGE DISTRICT
Operational Memorandum (OM) System

Date Approved: _____

OM Number: _____ Title: Milestones and Memoriam

Purpose: This OM provides a consistent process for recognizing significant events in the personal and professional lives of Hartnell employees.

Process: For each personal milestone below, employees will be mailed a card or note, hand written and/or signed by the Superintendent/President of Hartnell College, to acknowledge the following:

- Anniversary of service to Hartnell College
- Awards of advanced degrees
- Birthday
- Birth of a child
- Graduation from high school/college by an employee's child
- Marriage or domestic partnership ceremony
- New hire at Hartnell College

In addition to a card or note, employees achieving the following milestones will also be sent a floral arrangement:

- Awarding of tenure
- Retirement from the college

All milestones above should also be acknowledged in an all-campus email, newsletter or other appropriate communique.

For each of the personal crises below, employees will be mailed a card or note, hand written and/or signed by the Superintendent/President of Hartnell College, as well as a floral arrangement, to acknowledge the following:

- Serious or life-threatening illness or injury
- Death of an immediate family member (spouse/partner; children)

In the event that a current Hartnell College employee dies, a floral arrangement will be sent on behalf of Hartnell College to the funeral home or venue designated by the employee's family.

As appropriate or requested, all crisis events above should also be acknowledged in an all-campus email, newsletter or other appropriate communique.