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# Macleans College - POLICIES & DIRECTIVES

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SECTION NO: **1200**

POLICY NO: **1214**

ISSUE DATE: 03/05/99

TITLE: **STAFF EMPLOYMENT POLICIES**

ISSUE NO: 1

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## **Staff Social Club Committee**

### **RATIONALE:**

That the staff of Macleans College have a social committee, elected if necessary, to foster the welfare of staff.

### **PURPOSES:**

- 1 To oversee full staff social activities.
- 2 To ensure that appropriate recognition is given for staff in times of stress or poor health.
- 3 To recognise service with an appropriate gift when staff leave.

### **GUIDELINES:**

- 1 The staff social committee shall be a group interested in staff, prepared to undertake the role. Should this number exceed say 8, an election may be necessary.
- 2 The staff social committee shall be responsible for setting an annual levy and presenting to the staff a simple statement of income and expenditure.
- 3 One staff member and one Deputy Principal shall be the joint signatories for the staff social account.
- 4 The staff social committee shall liaise with staff and all other interested parties with regard to the annual end of year staff dinner.
- 5 The staff social committee shall arrange for flowers (or other appropriate consideration) for staff that are under stress (usually bereavement) or hospitalised.
- 6 The staff social committee shall arrange for the purchase of an appropriate gift for departing staff. The value of such a gift shall depend upon the length of service.

In the case of senior staff, this may be further enhanced by a Board of Trustee contribution.