



<b>OTAGO POLYTECHNIC MANAGEMENT POLICY</b>		<b>Number: MP0359.01</b>
Title:	<b>Staff Functions</b>	
Baldrige Criteria:	<b>Operations</b>	
Chief Executive Approval:	Effective Date: <b>1 October 2018</b>	Review Date: <b>1 September 2021</b>
Previous Policy No:	<b>n/a</b>	Status: <b>Current</b>
Contact Authority:	<b>Deputy Chief Executive: People, Performance and Development</b>	

## Purpose

To provide clarity and equity in the provision of functions to recognise staff welcomes, farewells, and celebrations across Otago Polytechnic.

*Note 1: This policy does not cover the provision of whole of staff functions that are organised and funded centrally such as Staff Development Days, Executive Leadership Team Breakfast BBQ's, Otago Polytechnic wide Christmas Party or other Otago Polytechnic wide events that may be arranged from time to time.*

*Note 2: This policy does not cover the provision of international and external visitors to Otago Polytechnic – refer to policy CP0008 Sensitive Expenditure.*

## Policy

1. With the exception of whole of staff functions that are organised and funded centrally Otago Polytechnic will not pay for, or reimburse, expenditure on alcohol.
  - 1.1. It is preferable that alcohol is not consumed during daytime functions where staff are required to return to work.
  - 1.2. Where appropriate alcoholic consumption forms part of a team's function the cost is incurred by the individual member of staff.

### Staff welcomes and farewells:

2. In the case of a new employee, a mihi whakatau will be offered and arranged as appropriate with advice from the Kaitohutohu office, and that this will be in accordance with tikaka, on first entry to the workplace and before the new employee's work with Otago Polytechnic commences.
3. It is expected that new staff in addition to 'first day' welcomes will be welcomed to the team/work area with an appropriate function within two weeks of commencing employment. An appropriate function will usually be morning tea or lunch.
4. Costs of staff welcomes will be funded by the School/College/Service Area with the expectation that expenditure is no more than \$25 per person attending.
5. All staff over one year service who leave Otago Polytechnic for any reason will be offered an appropriate farewell by their team.
  - 5.1. An appropriate function will usually mean a work area morning tea or meal with modest expenditure of up to \$25 per attendee with costs met from work area funds. This will only be funded if the farewell is open to all the departing person's team.
6. Private farewell functions are not funded with Otago Polytechnic funds.
9. Where a staff member has worked at Otago Polytechnic for a significant period of time (i.e. over 10 years), or in a high profile/leadership or Otago Polytechnic wide role, an all staff farewell will be offered with a guideline expenditure of up to \$10 per attendee.
  - 9.1. Costs are charged to the staff member's work area.
  - 9.2. Consultation/approval should be gained from the Director: People and Culture.
10. Where two or more of the eligible staff as above are leaving within a two week period of each other, those departures should be recognised at one event in order to minimise disruption to Otago Polytechnic business and to be cost effective.



## Gifts:

11. Otago Polytechnic will contribute the following funds to farewell gifts:

- a. Service less than 5 years \$50
- b. Service between 5 and 10 years \$75
- c. Service greater than 10 years \$125

11.1. A collection of money to add to the Otago Polytechnic contribution may be circulated along with a farewell card. Where the staff member is eligible at 9 above, this may be distributed across Otago Polytechnic. Otherwise it will only be distributed across the work area and amongst known colleagues/connections within Otago Polytechnic.

## Events and celebrations:

12. Schools/Colleges and Service Areas are encouraged to have Christmas or other functions that recognise the work that was achieved during the year. These are to be modest events consistent with the funding outlined in clause 20.

13. Schools/Colleges and Service Areas are also encouraged to have informal events for staff to network. This will usually be a time associated with team development days. Minimal expenditure will be covered for food items but not alcohol.

14. To ensure appropriate and equitable recognition of important employment related events, such as but not limited to those mentioned above, meals must have a clear business purpose and be moderately priced. Where possible the venue for meals should be in Otago Polytechnic owned and catered premises, such as Manaaki.

15. Otago Polytechnic should only pay for the meals and alcohol of partners where the presence of a partner is of benefit to the Polytechnic, such as for cultural reasons.

## Funding & Organising:

16. The current Formal Leader is responsible for any staff related function(s).

17. All staff related functions will be funded from the current School/College or Service Area in which they are employed, this includes any seconded staff situated in the department.

18. Where a staff member is permanently transferring to a new department, the department the employee is leaving organises and funds the function(s) according to the clauses in this policy.

19. All mihi whakatau and all staff farewells will be catered by Otago Polytechnic Functions service (unless they are unable to competitively provide the service required).

20. Each School/College/Service Area will budget for and may spend up to \$75 per attendee, per annum, to fund all employee functions (i.e. dinner following a team development day, or morning tea for the team(s)) and including any Christmas celebrations.

21. Organisers of the function/event are required to act as responsible hosts. This means to ensure responsible consumption of alcohol, offer non-alcoholic alternatives and provide food. No alcohol is to be provided to staff under the age of 18 years old. Excessive drinking will not be tolerated at these organised functions.

## Referral Documents

CP0012 Conflict of Interest  
CP0008 Sensitive Expenditure  
MP0417 Driving and Vehicle Safety  
<https://cheers.org.nz/>

Approved by Chief Executive  
Date: 1 October 2018

