

**HARTNELL COMMUNITY COLLEGE DISTRICT**  
Operational Memorandum #101

**Employee Retirements, Expression of Sympathy, and Well Wishes**

**Purpose:** This OM provides a consistent process to recognize employees when they retire, express sympathies when current and retired employees pass, and convey get well wishes to employees who fall ill.

**Process**

Retirements: Employees retiring from the District with five or more years will be recognized by the Board of Trustees at a meeting as close as possible to their retirement date. The Office of the Superintendent/President will ensure the recognition of retired employee(s) is placed on the Board's agenda and will follow up with the immediate supervisor of the employee to ensure the employee is provided with the details about the Board meeting.

Memoriam (Announcement of Passing): The District may announce the passing of current or retired employees. District employees who learn about the passing of a current or retired employee should provide as much information available to the Office of Human Resources and acquire the approval from the family to announce the passing District-wide. If approved, the announcement will include the name, date of passing, position title, and years of employment. If available, the announcement will include information about the memorial service or celebration of life. The Office of Communications and Marketing is responsible for preparing and sending the announcement through the District's email system. The District will express their condolences to the family of current employees by sending a floral arrangement through the Hartnell Cares Program. The Office of Human Resources will send the arrangement.

The District will express their condolences to an employee whose spouse, parent, or child passes by sending a floral arrangement through the Hartnell Cares Program. The Office of Human Resources will send the floral arrangement.

Well-Wishes: A floral arrangement will be sent on behalf of the Hartnell Cares Program to employees who are hospitalized or home bound because of a serious illness. The Office of Human Resources will send the floral arrangement.

This OM will be followed for current and former members of the Governing Board and will be handled by the Office of the Superintendent/President.

Approved: \_\_\_\_\_