

**HACKETTSTOWN REGIONAL MEDICAL CENTER**  
**Administrative Policy & Procedure**  
**Farewell Receptions**

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**Effective Date:**     **June 1993**  
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**Origin:**    **Human Resources**  
**Authority:** **President**  
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**PURPOSE:**

The purpose of the policy is to establish criteria for farewell receptions.

**POLICY:**

It is the policy of Hackettstown Community Hospital to recognize, upon their leaving, employees who have maintained a long-term employment relationship with the hospital and employees who have served in a management position.

**Management**

Members of the management staff who hold title of manager or above are entitled to a hospital-sponsored reception upon termination of employment. The administrative director is responsible for arranging for a reception and gift.

**Staff**

Retirement/Resignation - Any staff member who maintains a satisfactory employment record and resigns or retires, giving proper notice and having completed a minimum of ten (10) years of employment with the hospital, will receive a hospital-sponsored farewell reception and a gift (\$250 maximum) suitable to the individual employee.

The manager of that area is responsible for arranging for the reception and gift. If requested, Human Resources will assist the manager in selecting a gift.