



Employee Arrival and Departure Notifications and Celebrations Policy

POLICY STATEMENT:

To create standard communication regarding staffing announcements, arrival, and departures, and limiting celebrations for departing employees, the contents of this policy were designed to help you effectively introduce and notify the community of departures. The distribution information is outlined below.

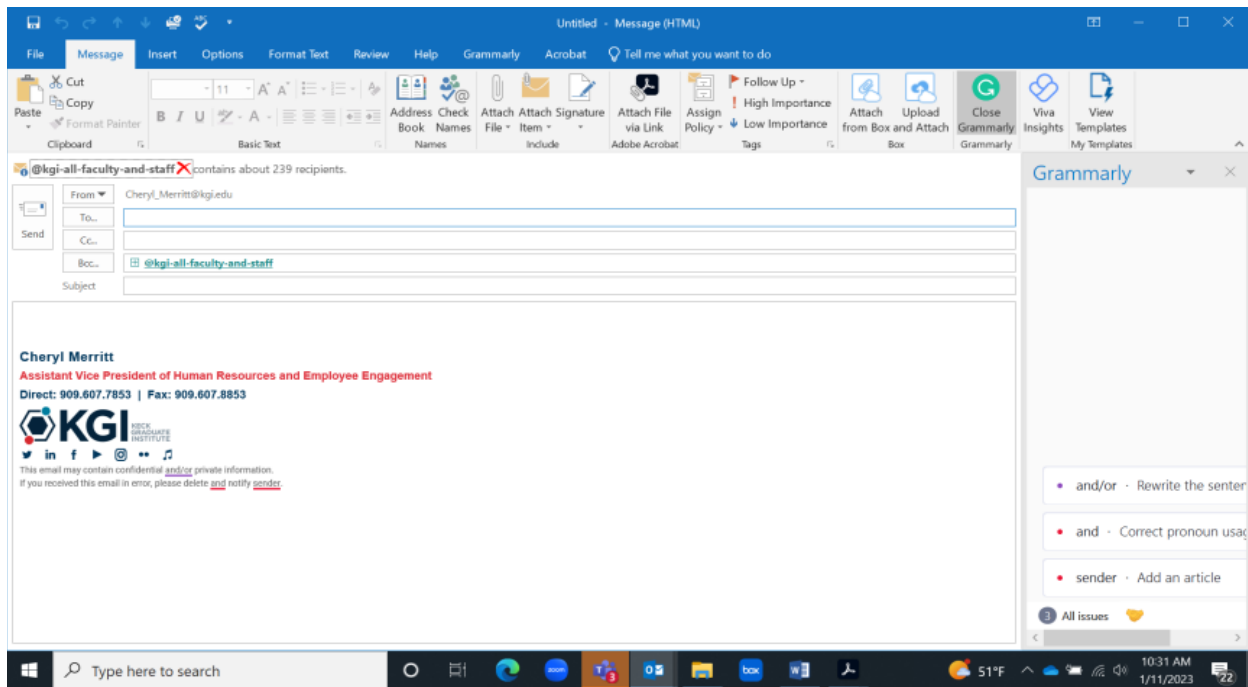
POLICY:

All arrival and departure announcements should come from the supervisor upon review and approval by their cabinet-level supervisor.

Employee arrival or departure announcements should be sent to a specific department, school, or all KGI faculty and staff, not to KGI students. The Cabinet-level supervisor will determine the audience based on the arrival or departure of the position.

Wait to send the arrival announcement until the employee has started. Occasionally, employees have changed their minds before the start date.

Announcements should be sent as a blind copy and exclude any pictures.



Effective Date: May 23, 2023

Administrator: Human Resources

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Composing New Employee Arrival Announcements:

The Subject line of an arrival or departure announcement (excluding retirement) should be the department name followed by "announcement." For example, Human Resources Announcement

An Arrival announcement should provide the following:

- Employee's first and last name
- Employee's title
- Date of arrival
- Welcome the employee to KGI
- Share the employee's most recent relevant professional experience
- Share the employee's education and experience pertinent to the position
- Share the employee's responsibilities for their position
- Share the employee's contact information and their location
- Encourage the community to introduce themselves to the new employee

Arrival Announcement Example

Please join me in welcoming Jane Doe, who has joined KGI as the Human Resources Manager.

As Director of Human Resources, Jane spent the last several years working with a private organization providing educational and mental health services. In her role, Jane oversaw Human Resources initiatives for five facilities.

Jane is a seasoned Human Resources professional with extensive experience in compliance and reporting, recruitment and retention, training and development, performance management, conflict resolution, benefits administration, and Human Resources compliance.

Jane earned her Bachelor's degree in Business Administration from the University of La Verne and her Master's in Business Administration from Chapman University.

Jane will oversee payroll, employee onboarding, performance appraisal administration, training, and leave management.

You can contact Jane on extension 75555 or Jane_doe@kgi.edu

Jane is located in building 535, 111. Please stop by and introduce yourself.

Composing Employee Departure Announcements:

A departure announcement (excluding retirement) should provide the following:

- Employee's first and last name

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- Employee's title
- Date of departure
- Thank the employee for their years of service, and wish them well
- Transition plan
- To whom to speak if they have any questions
 - Provide the contact's name, title, and contact information
- Announcements should not include a celebration date/time

Celebrating Departing Employees:

Departure announcements should not include a celebration date/time. If a department wishes to celebrate, they may do so at their expense and discreetly.

KGI does not authorize P card use for departing employee celebrations.

Departure Announcement Example

Dear KGI community,

I am writing to inform you that Jane Doe, Human Resources Manager, will leave KGI effective August 31.

We want to thank Jane for five years of service to Keck Graduate Institute (or Department or School) and her commitment to KGI students, faculty, and staff.

We wish Jane well in all of her future endeavors.

Please direct all urgent tasks or questions to Mary Doe at x77777 or mary_doe@kgi.edu.

Thank you.

Retirement Announcement Example

If an employee is retiring, please reach out to HR@kgi.edu.

Human Resources will work with the cabinet-level supervisor to arrange a communication and gathering to celebrate.

Employee's Name (Print)

Employee's Signature

Date

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