HARTNELL COMMUNITY COLLEGE DISTRICT
Operational Memorandum (OM) System
 Date Approved: ________________
OM Number: __________ Title: Milestones and Memoriam
Purpose: This OM provides a consistent process for recognizing significant events in the personal and
professional lives of Hartnell employees.
Process: For each personal milestone below, employees will be mailed a card or note, hand written
and/or signed by the Superintendent/President of Hartnell College, to acknowledge the following: x Anniversary of service to Hartnell College x Awards of advanced degrees x Birthday x Birth of a child x 'ƌĂĚƵĂƚŝŽŶĨƌŽŵŚŝŐŚƐĐŚŽŽůͬĐŽůůĞŐĞďǇĂŶĞŵƉůŽǇĞ䒀藐ᔀŚƐĐŚŽŽůͬĐЁ褀  Birth of a child