



MRFA
MOUNT ROYAL
FACULTY ASSOCIATION

Gift Policy

Category: Member Benefits
Date last Revised: August 24, 2021

I. Overview

This policy outlines provisions for when the Association may provide gifts to members, staff and other members of the University community.

II. Limitations and Reporting

Gifts not outlined in this policy require prior approval of the Executive Board.

Staff and members of the Executive Board shall normally only accept gifts valued at \$100 or less. Staff and members of the Executive Board shall disclose receipt of gifts to the President, and the President shall disclose receipt of gifts to the Treasurer.

The Association will report aggregate amounts spent on gifts in its annual presentation of financial results, member confidentiality and anonymity shall be maintained.

III. Compassionate / Celebratory Gifts

i. Authority

The Administrative Assistant is authorized to make compassionate and celebratory gift purchases, subject to the provisions outlined below.

ii. Eligibility

All Regular Members of the Association are eligible.

iii. Process

Members, or their Department Chairs, may notify the Association when they become aware of applicable events.

In the event the Association is informed of a member experiencing severe illness or injury, or upon celebrating birth or adoption of a child, at the discretion of the President, an appropriate action may be undertaken.

This will normally be in the form of a floral gift valued at no more than \$75.00

IV. Faculty Member Retirement Gifts

As a token of the MRFA's recognition of valued service, on the retirement of a Regular Member the Association shall provide a gift to the member.

i. Authority

The Administrative Assistant is authorized to make retirement gift purchases, subject to the provisions outlined below.

ii. Eligibility

All Regular Members who are retiring, including contract members who meet the University's definition of retirement, are eligible to receive retirement gifts.

Members going onto Phased Retirement may opt to defer their gift until the end of their phased retirement period.

The Executive Board is authorized, at its discretion, to award the retirement gift to a member declared redundant.

iii. Process

The value of such gifts shall not exceed \$100.00 and shall normally be in the form of a gift card, from a selection of five (5) choices. Choices/selection of options presented to the member shall be determined by the President and the Treasurer.

In lieu of a gift card, the member may choose to have the value of the gift donated to a registered charity or scholarship fund.

V. Gifts in Appreciation

As a token of the MRFA's recognition of valued services, assistance and cooperation, every December the Association will purchase gifts for various departments and staff members.

i. Authority

The Faculty Centre Coordinator is authorized to make gift purchases, subject to the provisions outlined below.

ii. Eligibility

The following individuals/departments shall normally receive the gifts of appreciation. The value of such gifts shall normally be less than \$50.00 and shall not exceed \$100.00.

- Custodial Services
- Document Services
- Physical Resources
- Finance
- IT
- Mail Services
- MRFA President
- MRFA Staff (inc. SAFRO, LRO, FCC, and AA)
- MRSA
- MRU President
- Payroll
- SAMRU
- Security
- Vice-Presidents of Academic Affairs, Human Resources, and Finance

iii. Process

All purchases shall be made by the Faculty Centre Coordinator.

Unless otherwise agreed by the President and Faculty Centre Coordinator:

- The Faculty Centre Coordinator Delivers to departments
- The MRFA President delivers gifts to the President, Vice-Presidents, MRSA and SAMRU.

VI. MRFA Staff Retirement Gifts

As a token of the MRFA's recognition of valued services, the Association shall provide a retirement gift to its staff in the amount of \$125.00 per five-year period of service up to a maximum gift of \$500.00.

i. Authority

The Administrative Assistant is authorized to make staff retirement gift purchases, subject to the provisions outlined below.

ii. Eligibility

All staff members who have worked for the Association for at least five years are eligible to receive a retirement gift.

iii. Process

The Administrative Assistant shall inquire with the departing employee the form they would like to receive their gift in: a donation to a charity/scholarship, a gift card to a location of their choice, or as a lump sum (taxable) payment.