



Gift and Recognition Policy

Category: Member Benefits
Date last Revised: ~~Fall~~April 2026
Scheduled for Review: Spring 2029

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 purchased by the Association which are 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, and they, ~~Staff and members of the Executive Board~~ shall disclose receipt of such gifts to the President, ~~and the~~ President shall disclose receipt of gifts to the Finance Officer/Treasurer.
- The Association shall 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 Specialist is authorized to make compassionate and celebratory gift purchases, subject to the provisions outlined below.

ii. Eligibility

- All 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, an appropriate action may be undertaken.
- This shall will normally be in the form of a gift valued at no more than \$75.00

IV. Gifts Commemorating Tenure, Promotion, and Permanence

In recognition of Members' extensive contributions to the University and the Association, the MRFA shall provide gifts to members when they receive permanence, tenure, and promotion.

i. Authority

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Formatted: Font color: Auto

Commented [1]: For approximately thirty years, the Association proudly hosted celebrations for members receiving tenure, promotion, and permanence (as the latter two were added to the CA). While we were happy to step in and fill that role when the employer did not, the University eventually started to financially support this event (1,500\$ per year), then partnered in planning the event with us, and officially took over the celebrations around 2022. Even though the University is now rightfully hosting these events, the Association still feels it is vital to recognize these milestones. They reflect years of hard work and members' ongoing engagement and commitment to our Association.

When the employer took over the celebration and subsequently prevented the Association from giving members gifts at the event they hosted, the Association purchased and directly delivered gifts to members in recognition of their accomplishments.

This policy addition outlines how this is to be done moving forward. The changes reflect current practice and the new addition is the requirement that "Prior to distribution of gifts, recipients shall be asked if they want to receive a gift." This ensures fiscal responsibility and respect for members' preferences.

Formatted: Font: 12 pt, Bold, Font color: Custom Color(7,51,82))

Formatted: Font: 12 pt, Bold, Font color: Custom Color(7,51,82))

- The Senior Administrative and Faculty Relations Officer is authorized to make commemorative gift purchases, with support from the Administrative Specialist and Faculty Centre Coordinator where applicable, subject to the provisions outlined below.

ii. Eligibility

- Members of the Association who have received permanence, tenure, or promotion are eligible to receive a commemorative gift.

iii. Process

- Gifts shall be purchased, packaged, and delivered by MRFA staff in consultation and with prior approval of the MRFA President. Prior to distribution of gifts, recipients shall be asked if they want to receive a gift.
- Expenditures shall be charged to the Compassionate and Celebratory Gift budget line.

Formatted: Font: 12 pt, Bold, Font color: Custom Color(7,51,82))

Formatted: Font: 12 pt, Bold, Font color: Custom Color(7,51,82))

Commented [2]: this supports fiscal responsibility and recognizes members' preferences

IV.V. Gifts in Appreciation - For Departments

As a token of the MRFA's recognition of valued services, assistance and cooperation, every June the Association shall will purchase gifts for various departments. MRFA staff members may receive a gift in December at the discretion of the President.→

Formatted: Font color: Auto

i. Authority

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

Formatted: Font color: Auto

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.

- | | |
|-------------------------|-----------------|
| • Academic Affairs | • IT |
| • Custodial Services | • Mail Services |
| • Document Services | • MRSA |
| • Facilities Management | • SAMRU |
| • Human Resources | • Security |

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 gifts to departments
- The MRFA President -or designated Officer delivers gifts to MRSA and SAMRU.

VI. Swag Purchases

i. Authority

Subject to approval of the annual budget, the Audit and Finance Committee shall recommend the annual allotment permitted for swag which shall be procured through the Member Engagement Committee.→

ii. Eligibility

This initiative is intended for new members of MRFA (new full-time and contract faculty hires). Its primary objective is to foster a strong connection between the Association and its members. Given the existing fiscal constraints, the total expenditure for such promotional items shall not exceed \$3,500 annually. This expenditure limit shall be subject to review once the fiscal restraint is lifted, allowing for additional allocation of funds to extend this policy to all MRFA members, both new and existing.

iii. Process

- During January and February, the Senior Administrative and Faculty Relations Officer shall be responsible for providing multiple quotations for various promotional items that fall within the \$3,500 spending limit.
- In February and March, members of the Member Engagement- Committee shall convene to review the price quotations and determine which item(s) should be procured.
- Orders for the selected items are to be placed around April and May, ensuring their availability for the August orientation session for new MRU hires.

VII. Thank You Cards

i. Authority

As part of regular annual operational expenditures, the Association shall ensure to keep on hand MRFA branded cards which can be used to recognize life events, professional achievements, and, where applicable, appreciation for contributions to the Association.

ii. Eligibility

Committees, Officers, and Staff are empowered to provide MRFA branded cards to individuals as deemed appropriate.