

Gift Fund Guidelines April 1, 2015

The College of the Rockies Employee Group Gift Fund will recognize regular employees, term employees that have over one year of continuous service and employees that have had at least one term assignment and 12 months of service for the occasions listed below on behalf of all employee groups within the College.

Group gift recognition will be funded and administered through the College's three employee groups:

- CUPE Local 2773
- College of the Rockies Faculty Association (CORFA)
- Management Group

On March 31 of each year a reconciliation of the year's expenses will be done and based on the number of employees within each group the expenses for the year will be pro-rated amongst the "employee groups".

The department and employee group of which the gift recipient is a member will initiate the purchase of the gift and will submit the invoice to their group gift fund representative for payment or reimbursement.

The following guidelines will assist all departments and employee in defining appropriate occasions and donation levels (*subject to review*):

Funerals - **Up to \$150.00 for an employee's funeral** and **\$75.00** per employee for the following family members: parents, spouse (including common-law), common-law children, common-law parents-in-law, brother, sister, child, step-child, grandparent, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent-in-law, grandchild or any person living in the same household. Cards only for other family members.

Marriage of Staff Members Up to **\$75.00**

Hospitalization of Staff Members and or off **6 working days - Up to \$75.00**

Babies of Staff Members - **Up to \$75.00**

Farewell of Staff Members – **Once an employee's status has changed to "permanent disability" we will purchase a farewell gift for them.**

Over 1 to 3 years of service	\$100.00
3+ to 8 years of service	\$160.00
8+ to 13 years of service	\$300.00
13+ to 20 years of service	\$400.00
20+ years of service	\$500.00