



HR XXX Recognition of Significant Events

Classification:	Human Resources
Responsible Authority:	Director, Human Resources
Executive Sponsor:	Vice President, Finance & Administration
Approval Authority:	President
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PURPOSE

The Recognition of Significant Events policy establishes specific guidelines for conferring gifts or awards on University employees in recognition of significant life events such as birthdays or retirements.

SCOPE

This policy applies to all gifts, recognition and donations to employees, contractors or volunteers of the University funded by any source of funds. Specific funding agency rules will take precedence over this policy.

Should there be a conflict between this document and a Collective Agreement between the University and one of its employee groups the applicable Collective Agreement will govern.

POLICY

The University has a longstanding practice of recognizing significant life events for employees. This policy provides standardized guidelines for consistent recognition and the use of university funds. The amounts listed in this policy do not include HST.

In most circumstances, when a department wishes to acknowledge a significant event with a gift, the cost of the gift should be covered through individual contributions. However, the University does permit the use of departmental funds for some recognition activities. These are:

1. Long Service Awards

Employees will be recognized for their years of service to the University following the completion of their first year and then following completion of each five-year period of service (5, 10, 15, 20, etc.).

The University will hold an annual event to recognize these service milestones. Managers are also encouraged to recognize long-service employees at departmental meetings.

2. Retirement or Voluntary Separation

Retirement or voluntary separation of employees will be recognized for their service to the University through an appropriate gift. Without exception, use of University funds for such gifts will not exceed the following:

- Individuals with 5 – 10 years of service: \$200.00
- Individuals with 10 -14 years of service: \$250.00
- Individuals with 15 -19 years of service: \$300.00
- Individuals with 20 -24 years of service: \$350.00
- Individuals with 25+ years of service: \$400.00

Any cost in excess of these amounts is the responsibility of individual contributors.

Related events are normally planned and organized by the employee's unit. The cost of such events paid for with University funds will generally not exceed \$10 per attendee. Exceptions to this amount must be approved in advance by the President or Vice-President, Finance and Administration.

3. Sympathy and Memorial Gifts

In certain cases, the Development Office is responsible for recognizing the death of members of the StFX community (see Appendix A). In all other cases, the following applies:

Departments may send appropriate gifts (such as flowers, fruit baskets, etc.) for the serious illness or death of an employee or family member. The use of University funds for this purpose will not normally exceed \$100 for an employee or a close family member (parent, child, etc.) or \$50 for a member of the employee's extended family.

Where the surviving family members request donations in lieu of memorial gifts, donations are permitted to non-profit organizations on behalf of an individual in lieu of a sympathy gift. The donation from the department may not exceed the amounts above.

4. Birthdays and Other Significant Events

University funds may not be used to purchase gifts for employee birthdays or other significant events. Departments may, at their discretion, purchase refreshments (such as a cake or coffee service) to a maximum of \$30 per event.

The maximum amount for University-funded gift(s) in a calendar year is \$500 per person. Anything above \$500 will be taxable under [Canada Revenue Agency guidelines](#). All gift cards, regardless of value, are taxable. Taxable gifts must be reported to Human Resources.

SUPPORTING DOCUMENTATION

- Canada Revenue Agency – [Gifts, awards and long-service awards](#)
- Canada Revenue Agency – [Gifts and awards outside our policy](#)
- Canada Revenue Agency – [Is there a taxable benefit?](#)

RELATED POLICIES

- Purchasing Card (PCard) Policy
- Procurement Policy

APPENDIX A – MEMORIAL RECOGNITION BY DEVELOPMENT OFFICE

The Development Office, with the President's Office, will send a floral arrangement to recognize the death of a member of the University community in the following cases:

- The death of someone in the immediate family (i.e., parents, sibling, spouse, or children) of an employee. The card will be signed – from the President, Faculty and Staff of St. Francis Xavier University
- The death of anyone who is employed by the university or anyone who was employed by the University at the time of their retirement. The card will be signed – from the President, Faculty and Staff of St. Francis Xavier University
- The death of someone who has received an honorary degree. The card will be signed – from the Chancellor, Board of Governors and President of St. Francis Xavier University
- The death of a prominent alumnus who has made a significant contribution to the University. The card will be signed – from the Chancellor, Board of Governors, President of St. Francis Xavier University and the Alumni Association
- The death of someone who is currently a member of the Board of Governors of the University. The card will be signed – from the Chancellor, Board of Governors and President of St. Francis Xavier University.
- The death of someone who is currently a student at the University. The card will be signed – from the President, Faculty and Staff of St. Francis Xavier University
- The death of a parent of a student during an academic term. The card will be signed – from the President, Faculty and Staff of St. Francis Xavier University

Where the surviving family members request donations in lieu of flowers, a donation of similar value will instead be made to an appropriate non-profit organization.