

EMPLOYEE CARE GIFTS POLICY

Purpose

The College of Built Environments values the contributions, knowledge and experience of their staff and faculty. The college would like to express celebration or sympathy in the event of various life occasions employees may experience.

Definitions

Various life occasions are defined as the following:

- Celebratory events such as the birth of a child, adoption of a child, marriage, retirement.
- Sympathy occasions related to the death of an immediate family member
- Health related illness of the employee that requires hospitalization, long term treatment and recovery from major sickness.

Immediate Family member- employee's spouse, domestic partner, child, stepchild, parent, stepparent, father-in-law, mother, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepbrother, stepsister, or an adult who stood in loco parentis to the employee during childhood.

Scope

This policy affect the following groups within CBE:

Full Time Faculty

Professional Staff

Classified Staff

Unionized Staff

UW Policy

N/A

CBE Policy

Any gift item to an employee under this policy is a non-cash gift of minimum value such as flowers, a fruit basket, balloons and such. All gift transactions must be approved by Human Resources and the Finance office. (regardless of the payment method used).

Limitations:

1. The college has established a maximum dollar amount for any gift to an employee paid with College funds. The gift amount to an employee has been set at a maximum of \$80 from university funds.
2. All care gifts should be purchased on a discretionary budget.

3. It is not appropriate to spend any university funds in recognition of employees for occasions outside of those listed in this policy.
4. Employees shall not solicit or accept for personal benefit directly or indirectly any gift, loan, discount or any item of substantial monetary value related to life occasions.
5. Use of personal funds is allowed when a group of employees desire to pool together to gift an employee with a gift outside of the College care gift. This is not expected nor a requirement with regard to the college gifting. Please keep in mind there may be equity issues, power dynamics, peer expectations, or other cultural forces at play when personal funds are solicited.

Procedure

Process to request a gift:

1. Managers, Chairs and unit administrators should notify CBE Human Resources with information related to the life occasions.
2. CBE Human Resources will obtain purchase authorization from the finance department.
3. CBE Human Resources will order the gift and send it to the appropriate location.

Exceptions: The value of employee gift purchase with College funds exceeding \$80 would require additional approval and justification by the Finance office and communicated to Human Resources.

Effective Date: September 1, 2023

Councils Review: November 2023

All-College Review: December 1-15, 2023

Last Review Date: December 19, 2023

Dean's Office Contact:

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Discussion and Rationale

“Process to request a gift”

Comment: “This seems a bit onerous. I'm thinking about staff or faculty who have been hospitalized for a few days and sending flowers to them while an inpatient is appropriate. This process would likely preclude that possibility due to the time and steps involved.”

Response: CBE has been timely with sending care gifts once the request has been submitted. Part of the success is that we have a vendor and a set of selected gifts that we send based on the occasion. Generally we can ship next-day and if that is not an option the gift is sent to their home.

“Process to request a gift”

Comment: “I’m wondering if chairs and deans (incl assoc and asst) could have discretion to order gifts under \$80, and charge to pre-determined account. They would be able to act in a timely fashion, likely know best gift, when and how to send it, and it would minimize time spent all around.”

Response: With regard to order CBE would like to keep the ordering in HR as this removes the burden from the chairs and deans.