

CALGARY FAMILY SERVICES

PROCEDURE STATEMENT

Section: Personnel
(Gift Fund)

Procedure Number: PS-103-P (Rev.1)

PREAMBLE

The Society offers the opportunity for Staff members to participate in the Society's Gift Fund. The Gift Fund is used to acknowledge and recognize significant milestones for staff. Participation is voluntary.

STEPS

1. All staff and interns are welcome to participate in the staff Gift Fund.
2. Participation costs two dollars a month which is paid through payroll deductions.
3. The gift fund is self-supporting so purchases are made only for staff who wish to make the monthly contribution. The fund is not to operate in a deficit position.
4. The Gift Fund is administered by a committee of staff that includes at least one representative from each department. This committee is responsible for obtaining the required spending authorizations and purchasing the gifts.
5. All funds for the purchase of gifts will come from the operating funds generated through the monthly deductions. The deduction is currently set at \$2.00 a month per employee member.
6. Purchases will be made for the following events, and within the listed cost limits:

Illness (hospitalization or serious extended illness):

Not to exceed \$40.00 for flowers

Wedding: Not to exceed \$40.00

Baby: Not to exceed \$40.00

Graduation: Not to exceed \$30.00

Death (for death in the immediate family):

Total price not to exceed \$40.00 for flowers or
a donation to a charity in the deceased's name.

7. Staff are to advise a committee member when they want a purchase made from the Gift Fund. The committee member will prepare the purchase order for the manager's authorization.
8. Once the funds are authorized, the committee member is responsible for arranging for the gift purchase.

Related Legislation:

Related Policy and/or Procedure:

Procedure Developed By: _____ Lisa Stebbins _____

Date: December 13, 2000

Director of Services: _____

Date: _____