

KINGSWAY LAMBTON UNITED CHURCH

“GIFTS” TO STAFF POLICY

PURPOSE:

Kingsway Lambton United Church supports providing appropriate gifts to staff for special work-related or life occasions.

DEFINITIONS:

Work-related Occasion:

- Relevant certification or degree awarded
- Resignation
- Retirement

Life Occasion:

- Marriage
- Birth or adoption of a child
- Death of an immediate family member

POLICY:

1. Gifts may be presented to staff for special work-related or life occasions in the form of gift certificates or purchased gifts. To ensure equity and transparency, the Ministry and Personnel Committee recommends the following guidelines when determining the value of the gift. These gifts are arranged by, and paid for, by the employee's department.

LENGTH OF FULL TIME SERVICE	NOMINAL CASH GIFT
Less than 1 year	\$0.00 *
1 to 2 years	\$50.00
2 to 8 years	\$100.00
8 to 15 years	\$250.00
Over 15 years	\$500.00

* Card only

Members of the Church who wish to provide their own gifts to celebrate the event are welcome to do so.

2. Each Department, with the consent of the employee, may arrange to have a cake served at Coffee Hour after the Sunday Service for their employee to celebrate a special work-related or life occasion. The extra expenses for the cake served at Coffee Hour will be borne by the employee's department.

The Department may also choose to recognize a significant work-related event, life occasion or contribution to Church by the employee by preparing a story for the Carillon.

If members of the congregation or the committees who work with the individual wish to give their own gifts at that time to celebrate the event, they are welcome to do so. No solicitation for gifts will be done in these circumstances. Should the gift be a monetary amount, no tax receipt will be issued and it is the responsibility of the recipient to declare the amount as part of their income for tax purposes.

3. The Office of the Coordinating Minister, will arrange to send flowers, or a donation in lieu of, to hospitalized employees and baby baskets to new parents of staff on behalf of Official Board, and the Congregation. Flowers, or a donation in lieu of, will be sent in the event of an employee's death or a death in an employee's immediate family death or a death in an employee's immediate family. These costs will be charged to the impacted employee's department.
4. It has been the practice at Kingsway-Lambton to take up a collection (a "purse") for staff members who have more than 15 years of service with the church when they resign, retire or, in some cases, go on sabbatical. Notice that such a purse will be collected for this individual will be put in the bulletin prior to the date of the farewell celebration. A caution that, if at all possible, a request for a purse should be avoided during Stewardship month (November). Tax receipts will not be issued for any contributions to the purse and it is the responsibility of the recipient to declare the amount as part of their income for tax purposes.