## Policy 209: Employee Recognition Fund

Category: Personnel

Covered Individuals: CEI Employees

Approved: 6/26/2023

Formerly Approved: 10/24/2019

**209.1 Policy**

College of Eastern Idaho operates an employee recognition fund that is funded with proceeds from the campus vending machines. The fund is monitored by the human resources vice president and adheres to the college’s purchasing policy and procedures.

The purpose of the fund is to recognize significant events in the personal lives of college employees and their immediate family members.

**209.2 Definitions**

Immediate Family Member: spouse, child (foster, adopted), parent, brother, sister, grandparent, grandchild, or the same relation by marriage or legal guardian*.*

**209.3 Procedures**

All requests for gifts through the employee recognition fund should be directed to the vice president of human resources for processing. The HR vice president will order the gift and arrange delivery. Items are sent in the event of a birth, adoption, extended hospital stay, death, retirement from the college, or other occasion deemed appropriate by the vice president of human resources or president. Gifts are not to exceed $60.00 per request for plants or flowers. Retirement parties are not to exceed $150.00.

The employee is responsible for notifying their division manager of his/her significant life event. Life events include a full-time employee’s retirement, hospitalization, or birth or adoption of an employee’s child; or death within an employee's immediate family.

CEI will not purchase CEI apparel for employees.

1. **RETIREMENT**

Retirement is a personal matter. Therefore, judgment shall be used in determining the level of what is done to recognize retiring employees. Upon the notification of the employee’s intent to retire, the employee’s division manager should discuss with that employee whether or not the individual is agreeable to a social function and/or recognition. If the employee does not wish to have a social function or recognition, that will be respected.

Planning of activities for an employee retiring will be the responsibility of the division manager/dean under which the employee is currently serving. The division manager/dean may designate another employee within their division to coordinate the event. Upon identifying the last day of employment and the date and time of the event, the employee’s division manager will coordinate communication to HR regarding:

* Employee “*Does or Does Not Wish”* to have a social function
* Date and location of the event to be held

***Event responsibilities – Division manager/dean or designee:***

* Coordinate event (if applicable) – schedule, reserve room, etc.
* Distribute announcement / email invitation to invitees
* Purchase party supplies, i.e., cake, drinks, plates, napkins, forks/spoons, cups, tablecloth

***Event responsibilities - Human Resources:***

* Facilitate payment for related materials and supplies from the Employee Recognition Fund account
* Purchase the selected retirement gift from the choices provided below
* Serve as a resource for facilitating the event

**Retirement/Resignation Gift Choices**

Employees who retire with 10 or more years of service at CEI/EITC will be given an opportunity to choose from a designated list of gifts including:

* Engraved plaque, rock, tile, wooden Idaho plaque, or clock
* Framed CEI picture
* Jacket with CEI logo
* CEI Foundation Legacy tile
* Engraved Idaho shaped travertine book end

Employees who resign from CEI, will not be eligible for a gift.

**B. HOSPITALIZATION**

Hospitalization and illness are personal and confidential matters, and the wishes of individuals vary. Therefore, judgment shall be used in determining the level and manner of what is done to recognize hospitalization of employees.

The division manager/dean is responsible for notifying the vice president of human resources when an employee has been hospitalized. The vice president of HR will arrange to have an appropriate floral arrangement sent to the employee’s home or hospital.

**C. BIRTH OR ADOPTION**

The division manager/dean or designee will notify the vice president of human resources when the birth or adoption has occurred. The vice president of HR will send a floral arrangement to the employee’s home or hospital. Full-time employees are eligible for this benefit.

**D. DEATH**

Death in the family is a sensitive matter and the wishes of individuals vary. Therefore, judgment shall be used in determining the level and manner of what is done to recognize the employee and their immediate family members.

Upon the announcement of the death, the employee’s division manager/dean will notify the vice president of human resources. The vice president of HR will send a plant to the employee’s home or funeral home.

Additionally, College of Eastern Idaho follows the practice of honoring any campus employee upon his or her death by lowering to half-mast the college flag, only, for three (3) days.