

## **COP Guidelines for Staff Events and Gifts**

For allowable expenditures indicated below, self-funded areas are expected to utilize their own funding within the guidelines listed. The college can provide funding for centrally funded areas.

### **Retirement**

Recommended minimum tenure with COP and UF: 1 year COP; 3 years UF

Max budget for event and/or gift: \$400

Appropriate items: for retiring employees with a history of at least satisfactory performance, a social gathering and/or tangible gift (not cash or cash equivalent) may be provided. The maximum total budget from UF funds is \$400.

### **Leaving COP for Another Job**

Recommended minimum tenure with COP: 3 years

Max Budget for event:

- 3-4 years with COP: up to \$100
- 5-9 years with COP: up to \$300
- 10+ years with COP: up to \$400

Appropriate items: for departing employees with a history of at least satisfactory performance, a social gathering may be provided. The maximum budget is listed above, based on the employee's tenure with COP. UF funds should not be used to purchase gifts of any kind (of course, supervisors and coworkers can give gifts purchased with personal funds if they so choose).

### **Length of Service**

Minimum tenure with UF: 5 years

COP does not provide a budget for celebrating length of service with social events or gifts. The university does provide the Service Recognition Program <https://learn-and-grow.hr.ufl.edu/awards-recognition/service-recognition-program/>. Supervisors and coworkers can give gifts or celebrate with personal funds if they so choose.

### **Personal Events**

UF funds should not be used for celebrating personal events or achievements, such as weddings, baby showers, birthdays, graduations, or housewarmings, nor may UF funds be used for charitable donations

in lieu of gifts. Supervisors and coworkers can give gifts or celebrate with personal funds if they so choose.

### **Death of a Close Family Member or Major Illness / Injury of Employee**

Appropriate UF funds can be used to send flowers, up to \$100.

### **Staff Events**

Retreats, team building activities, year-end celebrations – appropriate UF funds can be used. COP HR and CFO must be consulted for appropriateness and budget.

### **Recognition and Incentive Programs**

Individual departments, centers, programs, or business units cannot create or utilize their own recognition or incentive programs without the review and approval of COP HR and the Dean's Office.