Applies to: All Employees in the Facilities Management Department

GUIDELINES:

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Author: Administrative Coordinator

PURPOSE:

It is the practice of the Facilities Management Department to recognize employees at the time of their retirement for their performance of duties and length of service. These guidelines were created to recognize those employees who retire and apply to all retirement events.

DEFINITIONS:

- Gifts: Gifts are typically cash or other tangible personal property given to faculty, staff or students in recognition of, or in connection with the holiday season, retirement, or some other purpose not specifically related to job performance.*

  * WUSM Employee Handbook.

GUIDELINES:

A. Allowable Costs and Frequency

- FMD service areas may choose to honor retirees with a departmental open-house gathering no more than two hours in length. At the discretion of the service area Director, each area will allow one retirement event per person that is funded by department.

- Up to $100 in departmental funds may be used toward the purchase of a cake and nonalcoholic beverages.

- Gifts are limited to $100 for 3 to 10 years of service and $250 for more than 10 years of service.

B. Compliance

This employee recognition program will follow all University tax policies and procedures.

All cash awards are considered supplemental wages and must be processed through the payroll system with appropriate federal, state, county and FICA/Medicare taxes withheld and is then included in the recipient’s Form W-2 Wage and Tax Statement.

C. Oversight and Administration

- The Business Operations office will be responsible for purchasing the retirement gift.

- A quarterly audit of all FMD retirement gifts will be completed by the Business Operations office.

- Depending on the size of the unit, the amount of food may be increased at the discretion of service area Director.