

## **ADMINISTRATIVE PROCEDURE 511**

### **Hospitality, Employee Recognition and Condolences & Congratulations**

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#### **1.0.0 HOSPITALITY**

##### **1.1.0 Board Events**

- 1.1.1 Hospitality is defined as the provision of meals, refreshments, accommodations, transportation or other amenities at Board expense for people who are not engaged to work for the Board. Hospitality should be extended in an economical and appropriate manner to facilitate Board business, or when required as a matter of courtesy.
- 1.1.2 Hospitality may be extended when hosting visitors and providing them with an understanding and appreciation of the workings of the Board. Visitors to the Board may include representatives of other boards, the public sector, industry, public interest groups, or unions in discussions of official matters. The Board may also extend hospitality when hosting individuals from provincial, national or international organizations, and charitable groups, as well as when sponsoring conferences related to the goals of the Board.
- 1.1.3 When hosting vendors or potential vendors to the Board, prior approval must be obtained from the Director or Superintendent of Business Services to ensure that the hospitality does not give, or is perceived to give, preferential treatment to a vendor.
- 1.1.4 The service of alcohol at Board hospitality events may be permitted in extra-ordinary circumstances, provided that written approval is received from the Director of Education. To obtain written approval a business case must be submitted to the Director of Education during the event planning stage.
- 1.1.5 Board hospitality costs should be necessary and reasonable and itemized on a vendor invoice or through a business card statement with supporting receipts. Claims for reimbursement can also be made using the Travel & Expense Claim Form supported by the purpose for which the hospitality was extended and itemized receipts.
- 1.1.6 All Board hospitality expenses and claims must be approved by the Director of Education or Superintendent as appropriate.

##### **1.2.0 School Events**

- 1.2.1 Hospitality in the form of snacks and refreshments may be provided as a courtesy by a School for student and school community events, such as: student awards, competitions and showcases; parent teacher evenings; school open-houses and ceremonies.

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1.2.2 School hospitality costs for student and school community events should be extended in a reasonable economical and appropriate manner. All costs are to be itemized on a vendor invoice or through a business card statement with supporting receipts. Claims for reimbursement can also be made using the Travel & Expense Claim Form supported by the purpose for which the hospitality was extended and itemized receipts.

1.2.3 All hospitality expenses for school community events must be approved by the Principal in consultation with the Area Supervising Principal, Superintendent or Director of Education.

#### **2.0.0 EMPLOYEE RECOGNITION**

2.1.0 Hospitality may be extended on behalf of the Board when recognizing employees for retirement, years of service or outstanding achievement.

2.1.1 Gifts of appreciation for these occasions may be provided by the Board at a value up to \$75.00. Gifts of greater value must be approved by the Director of Education or Superintendent of Business Services.

2.1.2 Cost for staff functions, such as office social events, retirement parties, and holiday luncheons are not to be paid from Board funds or School generated funds.

2.1.3 All hospitality expenses, including snacks, gifts and flowers for Employee Recognition must be approved by the Director of Education or Superintendent of Business Services.

#### **3.0.0 CONDOLENCES & CONGRATULATIONS**

##### **3.1.0 Employees**

3.1.1 Schools or departments may request the Communications department to send a condolence letter/card from the Director of Education or Chairperson of the Board (as appropriate) to employees who suffer the loss of a member of their immediate family (spouse, child, and parent).

3.1.2 Upon the death of an employee or student, schools or departments may request the Communications department to send a letter/card of condolence from the Director of Education or Chairperson of the Board (as appropriate).

3.1.3 The Area Supervising Principal, Superintendent or Director of Education may approve a floral arrangement to be sent on behalf of the Board upon the death of an employee. If requested by the employee's family a donation to a charity or church may be made in-lieu of flowers.

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3.1.4 Schools or departments may request the Communications department to send a letter/card from the Director of Education or Chairperson of the Board (as appropriate) to extend congratulatory gestures to employees or Trustees related to weddings, births or other special events.

#### **3.2.0 Students**

3.2.1 Upon the death of a student, schools may request the Communications department to send a letter/card of condolence from the Director of Education or Chairperson of the Board (as appropriate).

3.2.2 The Principal in consultation with the Area Supervising Principal, Superintendent or Director of Education may approve a floral arrangement to be sent on behalf of the Board upon the death of a student.

#### **Requests to Communications Department**

3.3.0 All requests for condolences & congratulations are to be made to the Communications department through the designated area in the board's email system. The requests should include sufficient details, such as: employee name; occasion (example: birth, death or wedding); family members name; relationship to employee and if applicable funeral or memorial arrangements.

3.3.1 The Communications department will also provide the Director of Education or Chairperson of the Board (as appropriate) with a listing of recent expressions of condolences & congratulations for presentation at the next Board meeting.

4.0.0 The Director of Education may authorize variation to these procedures.

#### **Related Legal References, Policies, Guidelines and Procedures**

Broader Public Sector Expenses Directive

Board Administrative Procedure 510 – *Travel and Business Expenses*

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