Gift Guidelines

These guidelines shall serve as a tool for Division of Research (DOR) staff members when arranging for special events or when responding to hospitalizations and bereavement. Personal or group initiatives using personal funds are not prohibited by these guidelines.

Exceptions

Exceptions to these guidelines should be approved by the Associate Vice President for Research Enterprise Business Services or another Senior Administrative Leadership Team member.

Special Events and Celebrations

Graduating Student Workers/Graduate Assistants: At the unit head’s discretion, DOR funds may be used to host a small reception* (cake and punch) or to cover the cost of the graduating student’s lunch.* In addition, the DOR may provide a gift** valued up to $30 to commemorate the student’s service to the DOR.

Retirees: Due to the emphasis placed on years of service to Texas A&M University, celebrations for retirement will be handled on a case-by-case basis. The plans and budget must be approved in advance by the Associate Vice President for Research Enterprise Business Services.

Resignations: At the unit head’s discretion, DOR funds may be used to host a small reception* (cake and punch) or to cover the cost of the exiting employee’s lunch.* Exiting employees with five (5) or more years of DOR service are eligible (not required) to receive a gift** valued up to $30 to commemorate the employee’s service to the DOR.

Other Occasions: The DOR may use gift funds to support monthly employee birthday celebrations and work-related award ceremonies or celebrations. Contact the main DOR administrative office to send flowers from the Vice President for Research and the DOR staff in the event of the birth or adoption of an employee’s child. DOR funds may not be used to supplement gifts and receptions for other occasions such as weddings and baby showers, but those celebrations are not prohibited if personal funds are used.

Hospitalization

If a DOR Employee is hospitalized overnight, upon approval from the employee’s unit head, a unit representative may contact the main DOR administrative office to request that flowers be sent from the Vice President for Research and the DOR staff. If a DOR Employee is out of the office on sick leave, DOR funds should not be used to purchase flowers or gifts. This procedure may also apply (as an exception) to non-DOR Employees who work for the University and have a close working relationship with the DOR. Please use discretion with these guidelines and respect the privacy of those employees who wish to keep their hospitalization confidential. Flowers from the DOR are not warranted in such instances.

Bereavement

If a DOR employee or an immediate family member of a DOR Employee dies, please contact the main DOR administrative office. When practicable, the DOR will send flowers from the Vice President for Research and
the DOR staff. This procedure may also apply (as an exception) to non-DOR Employees who work for the University and have a close working relationship with the DOR.

Definitions and References

These guidelines are based on University Standard Administrative Procedure 31.01.99.M0.01.

In these guidelines, “immediate family members” are defined as: parents, spouses, and children. Depending on individual circumstances, other family members may be considered “immediate family members.” See exception procedure above.

In these guidelines, “unit heads” supervise a DOR unit and have a title of director or higher.

* Reception or Lunch – the DOR will only cover the cost of the refreshments or the exiting employee’s lunch and associated gratuity. The bill may be paid with a payment card or reimbursed to a fellow employee. State sales tax will not be paid to a store, a restaurant or reimbursed to a fellow employee.

** Gift – gifts from the DOR will be given at the discretion of the exiting employee’s director. DOR gift funds must be used when a gift is purchased for an exiting employee. The purchase of gift cards is not permitted.

Questions? Please contact:

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