

ADMINISTRATIVE PROCEDURE

Personnel and Employee Relations

Discretionary Spending on Staff Supplies,
Staff Appreciation, and Staff Hospitality

PER #28

Revised: November 2024

Background

The Board's Policy for [Compensation and Benefits for Non-teaching Staff](#) states the following:

"The Superintendent will seek to achieve the following outcomes with the remuneration, terms and conditions of employment, benefit programs, and collective agreements put in place for each school year:

1. Staff understands how their pay rate is determined;
2. Staff feel the remuneration and benefit programs are just and competitive;
3. Remuneration and benefit programs will not commit Christ The Redeemer (CTR) Catholic School Division to unpredictable future costs;
4. Total employment costs do not jeopardize the fiscal integrity of CTR Catholic;
5. Staff find CTR Catholic a supportive and caring place to work; and
6. Parents and stakeholders find the staff of CTR Catholic to be highly skilled, of high moral character, and committed to the goals of the CTR Catholic."

Procedures

The following points are guidelines only. They are intended to be a set of guidelines for what is appropriate, given the availability of financial resources, rather than what is required.

It should be understood that staff appreciation efforts that involve a financial commitment should only be considered when resources are available. In addition, it should be noted that motivation in our organization should be primarily intrinsic. Specifically, as we strive to achieve our vision, the fulfillment of helping to achieve that vision should be reward in and of itself.

1. It is important for each principal to set aside up to \$200 per teacher for them to buy specialized supplies for their classrooms.
2. It is appropriate for each school to buy coffee and water for their staff rooms.
3. It is appropriate for each school to provide its staff with continental breakfasts, snacks, lunches, and suppers on occasion. This is most appropriate for annual recognition celebrations, and special events. An acceptable upper limit for a yearly budget would be approximately \$50 per full time equivalent staff member. Principals should set aside these monies in the GL line item called "Hospitality". Meal costs must fall within the meal allowance totals stated in Administrative Procedure BUS #02-Expense Reimbursement.
4. It is appropriate to provide staff with continental breakfasts, snacks, lunches, and suppers on occasions for events such as, workshops, professional development, and extraordinary business meetings. Meal costs

must fall within the meal allowance totals stated in Administrative Procedure BUS #02-Expense Reimbursement.

5. It is appropriate for each school to spend up to \$100 per employee on a gift for each staff member that is adorned with the school or CTR Catholic logo. The most common example is a garment or promotional item such as a portfolio, pin, or pen. Principals should set aside these monies in the GL line item called "Staff Appreciation".
6. At times, a school may wish to buy a special gift for a staff member or a stakeholder who goes abnormally above and beyond in providing special service to the school that would be expected of someone in their role. Any such purchase should be approved and incurred by the Principal. Such recognition should not exceed \$50 and should be awarded in no more than five (5) to ten (10) instances throughout the school year depending on the size of the school. Special consideration should be given to the precedent set by offering tangible rewards, as there is the potential for stakeholders who do not receive such recognition to feel left out. Principals should set aside these monies in the GL line item called "Staff Appreciation".
7. **Social Fund for Staff:** Administrators may, in conjunction with input from staff members, establish a Social Fund to support staff celebrations, condolences, and other. Contributions to the fund are voluntary, and its use is guided by collective input to foster a sense of community and care among staff members.