

Mount Allison Staff Association – C.U.P.E 3433

Social Committee Guidelines

The Social Committee undertakes to:

1. Send out cards as needed in the case of weddings, births, illness, and deaths to Staff Association members and their families.
2. Make a donation in the amount of \$30.00 to a requested charity or the Sackville Memorial Hospital Auxiliary for the death of an immediate family member (spouse, parent/guardian, brother/sister, or child).
3. Send a gift certificate from a local store/restaurant in the range of \$25.00 to an employee who is off for an extended period due to illness, injury, or surgery (minimum of a pay period). Limited to three times per year per employee.
4. Baby gifts: Arrange for a cash gift of \$50.00 for Association members expecting babies to be given at the time of the birth.
5. Wedding gifts: Arrange for a cash gift of \$50.00 for Association members getting married to be given at the time of the event.
6. Following along with the University's Annual Employee Recognition Reception event, send a gift certificate from a local store/restaurant in the dollar amount of the milestone being recognized to Association members celebrating 5, 10, 15, and 20 years of service. Send gift certificate in the range of \$50 to association members celebrating milestones of 25, 30, 35, and 40+ years.
7. Retirement gifts: Arrange a gift of \$150.00 (+\$5.00 per year of continuous service for those employed 10 or more years) for those members retiring, or leaving due to disability to be delivered/mailed out at the time of the event.
8. Organize a "Meet & Greet" party twice a year (budget of \$1000.00 each) for all MASA members at which point members who have been recently married, have had babies, or who are retiring will be recognized and presented with a small token of not more than \$50.00.
9. Notify the Human Resources Office (hr@mta.ca) and the Alumni Office (alumni@mta.ca) of births, deaths, and retirements.
10. The Chair or designate of the Social Committee will be directly responsible for administering a petty cash fund of \$200.00. This amount will be reimbursed upon submittance of receipts and expense vouchers to the Secretary-Treasurer of the Association.
11. Whenever possible, the Social Committee will treat retired members of MASA who are living in the Sackville area the same way as active members for illness and death.

N.B.: Guidelines pertain to full-time, part time, and term employee members of the Mount Allison Staff Association (C.U.P.E. 3433).