

## **LONG-SERVICE GIFT POLICY**

### SERVICE AWARD

1. A Local wishing to acknowledge a member in good standing who is leaving employment and has provided a minimum of twenty (20) years of service to an employer with which NSUPE deals will be assisted in providing a long- service gift to that member.
2. The award is intended to acknowledge the member's long-standing contributions to either the Union or her/his co-workers. Accordingly, it is not required that the member have been a NSUPE member for the entire twenty (20) years to qualify for the gift. However, the member must have been with the employer for a minimum of twenty (20) years, must be a NSUPE member at the time she/he leaves the employ of the employer and must not have any outstanding monies owing to NSUPE.
3. The gift from the Local to the member may be a monetary amount, gift card or any other gift which the Local chooses, up to a maximum of one hundred dollars (\$100) including any taxes, or such higher amount as is set by Executive Council from time to time.

### PROCESS

4. The Local will be responsible for initiating a long-service gift. The Local will designate a member to be responsible for requesting and receiving monetary amounts from the NSUPE office to cover the costs of long-service gifts.
5. The designated member must provide the name(s) of the member(s) the gift will be given to and the anticipated date of presentation prior to receiving any monies from the Union office. Once the award has been given, the designated member will report to the Union office on what gift was presented and, where possible, provide a receipt or other supporting documentation.
6. Any long-service gift amounts provided by the Union office that are not used for long-service gift(s) will be reimbursed back to the Union office.
7. Any personal information of a member (eg. a home address) received by any member of the Local giving the gift will be kept confidential.