




<b>Practice Note &amp; title</b>	PAY009 – <b>Staff functions and gifts</b>
<b>Effective date</b>	1 January 2011
<b>Objective</b>	To provide guidance as to reasonable expenditure on staff functions and gifts, within the overall UCT finance policy of monies held in UCT funds.
<b>Scope</b>	Includes all staff functions and gifts purchased from UCT funds.
<b>Applicable to</b>	All UCT staff, students, organisations, committee members, associated parties, including UCT Joint Staff on PGWC or NHLS conditions.
<b>Additional information</b>	All monies in UCT funds belong to UCT and as such should be spent on UCT business (Refer Finance Policy <a href="#">GEN001</a> ). <b>Related policies:</b> <a href="#">GEN001</a> – Funds deposited with or held by UCT <a href="#">PAY008</a> – Gift vouchers
<b>Policy</b>	<p>There are instances where it is acceptable that certain staff functions and gifts can, within reason, be borne by UCT as the employer. Where there are discretionary monies at the disposal of the unit/department, this should be the first call for such funding, bearing in mind any precedents set both within a unit, and across units.</p> <ul style="list-style-type: none"><li>• <b>Farewell functions for people leaving</b> Function dependent on length of employment and position held at UCT. This would usually involve a snacks and drinks type farewell, open to colleagues. Additional and/or more elaborate functions, which are exclusive for invitees, would need to be funded personally or be "subsidised" to a Rand amount as approved by the Dean/Exec Director.</li><li>• <b>Farewell functions for people retiring</b> Function dependent on length of employment and position held at UCT. There is an official formal UCT function, plus an optional informal farewell (as appropriate) organised by the department/area to be "subsidised" to a Rand amount as approved by the Dean/Exec Director.</li><li>• <b>Year-end functions</b> The Operations Management Advisory Group (OpsMAG) may provide an annual guideline in terms of a reasonable value for a year end function. However, units are expected to respect the general notion of what is appropriate for an institution in the public eye, irrespective of the funding source. Staff members are usually invited to one year end function, although with dual reporting lines, this may be two. Staff members who service multiple departments would generally not be invited to multiple year end functions. Departments should also take into account the work time allowed for the year end function, as well as the distance from UCT.</li></ul> <p> <b>Note</b></p> <p>Mileage is not usually claimed for year-end functions.</p> <ul style="list-style-type: none"><li>• <b>UCT gifts for personal events</b> Gifts (e.g. flowers, fruit baskets) for personal events (e.g. births, family deaths, sickness) from a department can be funded from UCT monies, within reason. UCT funds cannot be used for staff birthday gifts.</li></ul>



- **Personal gifts for people at / leaving UCT**

Gifts should not have tax implications for the recipient.



Gift vouchers cannot be given to UCT staff members. (Refer Gift Voucher policy [PAY008](#)).

Depending on length of service, and if deemed appropriate, staff leaving UCT can receive one official farewell gift. For members of the Senior Leadership Group (SLG) and other senior staff who leave UCT, the gift arranged through the Vice Chancellor's/Dean's/Executive office is the official gift.

For staff moving departments or positions within UCT, a small (less than R500) physical gift of appreciation, not a gift voucher, is considered acceptable.

All other gifts should be financed against collections received from members of the department or faculty concerned, and would not be for UCT's account.

Kitchen teas/baby showers - personal gifts and snacks are to be organised independently of UCT. The function for colleagues can be held at UCT over lunchtime.

- **“Non-work” related team functions**

For example, a sports day, can be funded from UCT monies, within reason, where participation and team building is encouraged.

**Implementation responsibility**

The Head of Department (HOD) is responsible for ensuring all policies, procedures and practice notes are communicated to and implemented by the responsible individual(s), including research staff. The Faculty/PASS finance manager has to ensure reasonable controls exist to support the implementation of policies

**Direct queries to**

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 650-2111

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<b>Policy category</b>	Payments
<b>Policy owner</b>	Executive Director: Finance
<b>Responsible for update</b>	Head: Management Accounting and User Support
<b>Last reviewed</b>	September 2010 as Guideline
<b>This review</b>	July 2015
<b>Approval</b>	Operations Management Advisory Group (OpsMAG)