

Document Information

1. Document Details

Title:	Hospitality (Staff Welfare) Procedure
Author(s):	Senior Management Accountant
Version No:	1
Status:	Final

Important Note: If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon.

2. Revision History

Version	Revision Date	Summary of Changes	Changes tracked?
1	June 2020	Creation of Hospitality Procedures for Staff Welfare	-
2			
3			

3. Relevant Existing/Related Documents

MTU Travel & Expenses Policy.
MTU Hospitality Policy
Existing procedures in Cork & Kerry

4. Consultation History

This document has been prepared in consultation with the following bodies:

HR Managers in Cork & Kerry, President's Office, VP for Corporate Affairs & VP Finance & Administration

5. Approvals

This document requires following approvals (in order where applicable):

Name	Date	Details of Approval Required
VP's	15/09/2022	Approval of VP Finance & Administration / Corporate Affairs

Staff Welfare

1. Applicability of Procedure

The University's Hospitality Policy provides for the provision of gifts to staff or their families in certain prescribed circumstances. This procedure sets out those circumstances and the applicable limits. Nothing in this procedure should be constructed as to create an entitlement.

2. Categories

The categories permitted under this procedure relate to four circumstances set out below and specific provisions have been included for category in this procedure.

- Bereavement
- Serious or Long-Term Illness
- Retirement
- Long Service

3. Avoidance of Duplication

In instances, where staff / colleagues wish to mark an event, outside of these provisions, it should be done in a private capacity and the University shall not reimburse any or all of the cost of those events either by invoice or refund.

4. Approved Exceptions

In rare and exceptional circumstances, where a claim is submitted that does not comply this procedure but is considered of benefit to the University the claim will be referred by the Finance Office to the VP Finance & Administration / Corporate Affairs for a decision. This decision will be final and not subject to the appeals process set out in the Hospitality Policy. The decision will be recorded in writing and attached to the claim or invoice noting the benefit to the University. Where practicable an application should be made in advance of the cost being incurred. This provision does not apply where this Hospitality Policy or Procedures could have been appropriately applied.

5. Approval and Modification of the Hospitality Procedures

Any modification to the Hospitality Procedure (Staff Welfare) shall require the approval of the VP Finance & Administration / Corporate Affairs.

Specific Provisions

6. Bereavement

The University may supply a funeral wreath in the following circumstances. Death of a current student, staff member, spouse/partner of staff member or child of a staff member.

A standard funeral wreath, agreed with the florists can be ordered via Agresso using one of two approved florists, one in Cork and one in Kerry. These florists will have the capacity to arrange delivery of wreaths to places outside of Cork and Kerry. Costs should be borne to the ordering department. Please check www.rip.ie to ensure the family have not requested 'no flowers' or 'family flowers only'. The University does not make donations in lieu to charities.

Where the approved florists cannot deliver, please arrange an alternative, with the prior agreement of the Expenses Office.

The card on the funeral wreath, should read "from your colleagues at Munster Technological University" or similar and should generally not include individuals' names, but may include a Department or Office name as appropriate.

7. Serious Illness or Long-Term Sickness

The University may supply a gift basket to staff members who are suffering long-term sickness or have suffered or have been informed of a serious illness. Long-term illness is defined by an absence of 3 months or longer. A serious illness may be as a result of an accident or diagnosis which will result in a long-term absence or period of absences.

The cost of gift baskets is limited to €150 and are arranged solely by the HR Office. The costs will be borne by the HR Office

The card accompanying the gift basket, should read "from your colleagues at Munster Technological University" or similar and should generally not include individuals' names, but may include a Department or Office name as appropriate.

8. Retirement

The University recognizes the importance of marking the contribution made by staff members that are retiring. The University may organize functions in Cork and Kerry, toward the end of the academic year to mark the retirements of staff during the year.

A small gift may be procured as a presentation piece for this event. The cost of the gift is limited to €300 and is arranged by the HR Office. The cost of the gift will be borne by the HR Office

In recognizing that retirees can still contribute to the University, functions such as coffee mornings or an annual lunch (provided on site) may be organized to maintain contact with retirees and their colleagues.

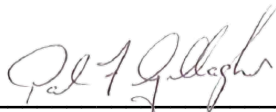
9. Long Service Awards

Where a staff member has served the University or its predecessors for a period of 25 years, they may be presented with a card or letter from the President's Office with a small gift in recognition of that service. The cost of the gift or voucher should not exceed €150. The cost of the gift/voucher will be borne by the HR Office.

Approval

10. Approval

These Hospitality (Staff Welfare) Procedures have been approved by the Vice President for Finance & Administration / Corporate Affairs on the date noted below.



Mr Paul Gallagher
VP for Finance & Administration

22 Sept 2022

Effective Date



Ms Ciara Looney
VP for Corporate Affairs

22 Sept 2022

Effective Date