

UU Wellesley Hills Policy on Gifts to Staff - November 2018

At the recommendation of the Personnel Relations Committee, the Standing Committee has adopted a policy on gifts to staff with two goals:

- To ensure that all members of the staff are treated equitably and feel equally valued
To ensure that UU Wellesley Hills is in compliance with IRS regulations which consider gifts as taxable compensation, unless they are of nominal value.

The policy is as follows:

- Holiday/End of Calendar Year/End of Fiscal Year gifts to all members of the staff shall be under the purview and funding of the Standing Committee. This applies to any staff member on the UU Wellesley Hills payroll, including but not limited to the Minister, Intern, Music Director, RE Coordinator, Congregational Life Coordinator, Sexton and part-time staff (e.g., Bookkeeper).
- Committees and groups within the congregation are respectfully requested to refrain from giving gifts to staff members.
- Individual members of the congregation are discouraged from making cash gifts. Special notes of appreciation or homemade gifts are always welcome and appreciated. Should members of the congregation wish to give a gift greater in value than \$50, they are requested to notify the Minister and the Standing Committee Chair.