

**CANTERBURY WOODS RESIDENT ASSOCIATION**

**Annual Employee Appreciation (AEA) Fund Guidelines**

Adopted by Resident Association 12/12/16

# Annual Employee Appreciation (AEA) Fund Guidelines

Adopted by the Resident Association  
December 12, 2016

1. Canterbury Woods has a “no tipping” policy. Contributions are our way of saying “Thank You” to employees. All employees who receive a gift must be currently employed and have worked at least forty (40) hours since the last AEA Fund distribution.
2. All residents, families and trustees are invited to contribute to the AEA Fund. Residents contribute monthly, several times a year or annually from mid-November until the 3<sup>rd</sup> Friday in November.
3. Residents may opt to join the “GIVE AS YOU GO” plan with automatic deductions that are kept on deposit by ESC (Episcopal Senior Communities). Residents may, at any time during the year, sign up for this plan with the Canterbury Woods Resident Coordinator.
4. Gifting
  - A. The Executive Director does not receive a gift.
  - B. The Human Resources Generalist verifies the qualified employees. A gift of approximately \$200.00 is given to two (2) Morrison Foods Staff (Director of Dining Services and the Executive Chef). The same gift is given to the following salaried employees: Director of Administrative Services, Director of Environmental Services, Director of Facilities, Director of Health Services, Director of Sales & Marketing, and Chaplain.
  - C. The remainder of the Fund is distributed to each of the qualified hourly employees. These employees work in departments that include:
    - \* **Administrative Services:** Record Keeping,

Transportation and Reception.

\* **Dining Services:** Dining Hosts, Wait Persons, Cooks, Dishwashers and others

\* **Environmental Services:** Housekeeping, Custodial and Laundry.

\* **Facilities Services:** Painters and Maintenance Technicians.

\* **Health Services and Programs:** Nursing and Health Care Activities, Assisted Living, Personal Care and Jade Court.

5. Beginning in 2014 the IRS determined that contributions must be considered “a tip.” On or about the 3<sup>rd</sup> Friday of November the AEA Fund Chair totals the entire AEA Fund bank account, leaves \$5,000.00 in the account and writes a check to ESC in the amount of the remaining monies. Any contributions to the AEA Fund after the 3<sup>rd</sup> Friday of November are rolled over into the next year’s fund.

The ESC Accounting Department withholds the IRS taxes owed and writes the individual checks for each qualified employee. The checks are placed in sealed envelopes and sent to the CW Human Relations Generalist who sends them on to the resident AEA Fund Chair.

6. Gift checks are given to employees during the Holiday Gifting Party that is held on the first Friday of December each year.
7. Each year the AEA Fund is audited by the Resident Association Audit Committee.
8. The AEA Fund Chair submits a written report of the total contributions/receipts and distributions at the regular Council Meeting in March.