

# Hacienda Carmel Community Association

## **Employee Holiday Fund Policy**

Notwithstanding any prior resolution or motion of the Board of Directors and in keeping with the spirit of the holiday season, Hacienda Carmel Community Association hereby establishes the Hacienda Employee Holiday Fund. Because member/residents are not expected to tip our employees for services, the Holiday Fund is intended as a gift of appreciation to our employees for all the services they provide throughout the year.

Contributions to this fund will be collected from the membership over a period of approximately one month each year from mid-November to mid-December and will be distributed to the employees approximately one week before Christmas.

The Treasurer of the Board of Directors will supervise the collection and distribution of the fund.

### Allocation of funds collected:

All employees shall participate in the fund.

Each year, a base amount shall be determined depending on the amount collected. Every employee with one or more years of service will be allocated one base share. Part time employees will receive a prorated share of the base amount based upon the number of hours worked in the given year. Employees with less than one year of service will receive a prorated amount based on the number of months worked in the given year.

The balance of the funds collected after the base allocation is made shall be distributed to the employees based upon years of service. The base amount plus the allocation made for years of service will constitute the total distribution to each employee. However, there shall be a \$2,000 cap on any individual gift.

The amounts over \$2,000 on individual gifts shall be aggregated and allocated to employees with one or more years of service based upon total years of service.

**The practice of gift giving to employees during the holiday season has been in effect for many years. This policy documents the current practice.**

**THIS POLICY WAS APPROVED BY THE HCCA BOARD OF DIRECTORS ON OCTOBER 28, 2021 AND SHALL BECOME EFFECTIVE ON NOVEMBER 1, 2021 AND REMAIN IN EFFECT UNTIL SUCH TIME AS IT IS REVISED OR REPEALED BY THE BOARD OF DIRECTORS.**