

*University of California, Riverside – Local Procedure*  
**Retirement Gift Program**  
*April 2025*

**I. Summary**

This local procedure on the University of California, Riverside’s (UCR) Retirement Gift Program is to provide guidance on when and how to use the retirement gift program, and the allowable increments of gifts.

**II. Related Policies and References**

- A. [Policy G-41 - Employee Non-Cash Awards and Other Gifts](#)
- B. [Acceptance of Personal Gifts and Gratuities by Employees under California’s Political Reform Act](#)
- C. [PPSM-82: Conflict of Interest](#)

**III. Definition**

- A. **Gifts:** An employee must comply with the provisions of state and federal law and University policy governing the acceptance of gifts and gratuities. In addition, University officers and employees must avoid the appearance of favoritism in all of their dealings on behalf of the University.

**IV. Policy**

**A. Award and Gift Limit**

The University of California (UC) allows for an item of tangible personal property to be presented to an employee upon their retirement from the university, however it is subject to the per-person limit in the following table.

Award or Gift Type	Per Person Limit*
Retirement	\$ 400.00

\*The per-person limits do not include incidental costs such as costs for engraving, packaging, insurance, sales tax, mailing, and the cost of gift wrapping that does not add substantial value to the gift.

**B. Retirement Award or Gift Limits**

An item of tangible personal property that may be presented to a UCR employee upon their retirement from the University of California. The tangible personal property should be in recognition of the employee’s noteworthy work-related accomplishments.

Schedule of per-person limit on retirement gifts must not exceed:

1. \$100.00 for five (5) – nine (9) years of retirement service credit
2. \$200.00 for ten (10) - fourteen (14) years of retirement service credit
3. \$300.00 for fifteen (15) – nineteen (19) years of retirement service credit
4. \$400.00 for twenty (20) years or more retirement service credit

Examples of tangible items include but are not limited to:

- flowers



- fruit
- a book
- a plaque
- similar item

Additionally, a ticket to a sporting or cultural event (excluding a season ticket) or a one-month parking permit or transit pass may be provided to an employee as a recognition award.

**Note: If a gift card is purchased, it can only be for the purchase of goods not for services or cash back.**

**V. Procedures**

UCR employees are required to meet with the Central Human Resources (CHR) Benefits Office to obtain a Retirement Gift Program Eligibility Form before proceeding with the steps below.

**A. MTM Recognition – Selection of Gift Ordering Steps**

**1. Employee Steps:**

- a. Provide Department Administrator with the Retirement Gift Program Eligibility form.
- b. Log into the MTM Recognition guest portal to view and select a gift under the corresponding award level (Bronze, Silver, Gold or Platinum).
- c. Notify Department Administrator of their selection.

**2. Department Administrator Steps:**

- a. Log into MTM Recognition website to register an account with the bill-to information (one-time only).
- b. Navigate to the corresponding award level and follow the instructions to add a gift to the cart.
- c. Complete the billing and shipping information (invoice for payment will be sent to the email address provided on the billing information screen – P-card preferred for ease of ordering).
- d. Access the “Award Status” link to find updated information about orders placed. The estimated shipping time on orders placed is four (4) weeks.

The department must present the award as part of a meaningful ceremony.

**B. Corporate Traditions – Gift Card Ordering Steps**

**1. Employee Gift Card Redemption Steps:**

- a. Employee will receive email from Corporate Traditions [gifts@corporatetraditions.com](mailto:gifts@corporatetraditions.com) with Gift Card+ Redemption Instructions.

**2. Department Administrator Steps:**

- a. Complete the required fields on the Corporate Traditions order form spreadsheet previously provided by the Central Human Resources (CHR) Benefits Office.
- b. Submit order by sending your spreadsheet to [brook@corporatetraditions.com](mailto:brook@corporatetraditions.com) with the following information:

<b>Subject of Email:</b>	UC Riverside Gift Card+ Order
<b>Body of Email:</b>	

	<ul style="list-style-type: none"> <li>Requestor Name:</li> </ul>
	<ul style="list-style-type: none"> <li>Requestor Email Address:</li> </ul>
	<ul style="list-style-type: none"> <li>Requestor Phone Number:</li> </ul>
	<ul style="list-style-type: none"> <li>Organization Name: UC Riverside</li> </ul>
	<ul style="list-style-type: none"> <li>Payment Method: Credit Card (<b>P-card required</b>)</li> </ul>
	<ul style="list-style-type: none"> <li>Billing Contact Email: (Invoice for P-Card payment will be sent to the email address provided here)</li> </ul>

- c. Order will be fulfilled, and invoice will be sent to the billing contact email.
- d. Department Administrator receives email confirmation of order.
- e. Department Administrator receives invoice and confirmation when the Gift Card+ has been delivered (within 24-48 hours).

The department must present the award as part of a meaningful ceremony along with the UCR Certificate of Recognition.

#### VI. Contacts

Contact	E-Mail Address
<b>CHR Policy</b>	<a href="mailto:hrpolicy@ucr.edu">hrpolicy@ucr.edu</a>
<b>CHR Benefits</b>	<a href="mailto:Benefits@ucr.edu">Benefits@ucr.edu</a>
<b>Accounts Payable – Submit A Ticket</b>	<a href="https://bfs.ucr.edu/support#request-help-submit-a-ticket">https://bfs.ucr.edu/support#request-help-submit-a-ticket</a>