

		Policy #1508
Subject: Employee Recognition Policy		
Responsible Department: Department of Finance		
Effective Date: 06/2000		Revision Date: 06/2016
Ben Lamera Director of Finance		Navdeep S. Gill County Executive

1. Purpose

The Board of Supervisors approved an official policy for the use of County funds for employee recognition, food, refreshments and related expenses on June 13, 2000. The purpose of the employee recognition policy is for:

- Consistent practice for employee recognition
- Recruiting of new employees
- Retention of current employees

2. Authority

California Constitution, Article 1-Public Finance, Section 5 and 6, Article 11-Local Government Section 3 (a) and 4
Sacramento County Charter, Article Ix, Section 44 and 45
County Resolution #92-1599

3. Scope

The Director of Finance (DOF) established accounts within the County's accounting system to track such expenses as well as working with County department heads to promulgate departmental rules and procedures for the authorization of expenses permitted by the policy and to continue to audit claims as part of the claim approval process. Each department has policies which are posted on the DOF website and departments may need to update as need in the future.

4. Procedures

The Board policy states that before any Agency or Department implements this policy, the Agency or Department is required to prepare and distribute procedures and guidelines governing the use and approval of such expenditures and shall file those with the Department of Finance,

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Auditor-Controller Division. Attachments to this document set procedures and guidelines that should be included in department or agency policies.

As detailed in the department policies County funds may be used to pay for:

- Plaques, tokens of appreciation, certificates, etc., of nominal value may be provided as acknowledgement or recognition for exemplary work/success.
- Recognition events including, but not limited to, picnics, etc. may be provided. County funds and other County resources may also be used to pay for, or provide for, food, facilities, supplies, etc. at such recognition events.
- Workplace amenities such as coffee, tea, and related or similar supplies may be provided. Departments may provide these types of supplies with County funds for the purpose of enhancing morale and productivity, including meetings of community groups and at internal staff activities.
- Food or refreshments at early morning meetings may be provided.
- Food or refreshments at meetings that extend through normal meal times may be provided.
- Meals included in the cost of attending business events/functions involving organizations that the County has existing ties to (contractually or otherwise) may be provided.
- Community-based and/or business lunches or dinners and related expenses may be provided.

Note: Generally speaking, long-standing County policy prohibits the purchase of alcoholic beverages, firearms or tobacco with County funds.

Detailed Employee Recognition Guidelines are found at:

https://inside.finance.saccounty.net/Auditor-Controller/Documents/Policy/Employee_Recognition.pdf

5. Review

Review annually and revise for any changes in guidance from the aforementioned authorities above.