



ADMINISTRATIVE DIRECTIVE

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January 1, 2016		

I. PURPOSE

The Employee Morale and Recognition Program (EMRP) is intended to recognize and reward City employees for various reasons including, but not limited to, outstanding performance, and overall celebration of the accomplishments and unique recognitions of an individual employee or a team of employees.

II. DEFINITIONS

- A. Approved Funding Source: An acceptable funding source identified by a Department and approved by Budget to be used to make purchases for the EMRP. No grant funds may be used to make purchases under this program.
- B. Individual Employee Reward: A reward, as specified in Section III-C that is given to a specific employee.

III. PROCEDURE

- A. Departments shall be permitted to utilize their existing budget to fund the EMRP program.
- B. Departments may recognize individual employees, groups/teams of employees or their entire staff through various rewards as defined within this Administrative Directive.
- C. Acceptable recognitions and rewards may include:
 - 1. Gift cards valued at \$25.00 or less. Gift cards must be purchased and managed in accordance with Section V.
 - 2. Food at events, such as luncheons or special celebrations must be in compliance with Section IV.
 - 3. Pins, plaques, certificates or similar recognition items
- D. An individual employee may not receive more than \$25.00 in total value in gift cards for a given calendar year.
- E. An employee who has received an Individual Employee Reward may still be a recipient of other types of rewards such as food, plaques or non-monetary items.
- F. Departments may utilize a portion of their EMRP budget for group events, such as recognition luncheons, holiday celebrations, employee anniversary recognitions or other general employee recognitions, so long as the recognition falls within the guidelines of this Administrative Directive.



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- G.** No purchases under the EMRP shall violate any other Administrative Directive or the City's Ethics Policy.
- H.** Only Approved Funding Sources may be utilized to fund the EMRP. Any questions on an acceptable Approved Funding Source shall be directed to the Finance Department.

IV. EMPLOYEE MEAL AND FOOD PURCHASE POLICY

The following types of meal purchases are permissible under this program:

- A.** Meals/food/beverage purchases necessary for the City's convenience and provided on City premises where business is normally conducted, such as meals provided during staff trainings/extended staff meetings or water/coffee provided for City business.
- B.** Business lunches for a clear business reason in a business setting. When submitted for reimbursement or paid with pCard, a receipt is required along with documentation showing the purpose, attendees and location. Departments will maintain this documentation for pCard payments.
- C.** De Minimis meal purchases (low value food items) provided on an occasional basis. This may include special staff and/or team celebrations, breakfast items for early morning meetings, snacks at late meetings.

V. GIFT CARD PURCHASES

Gift cards shall be handled the same as cash and stored in a secured location until distributed to an employee. Departments must abide by all requirements in A.D. 3.02-1, Cash Handling. In order to help ensure compliance with both the Arizona Constitution's Gift Clause and IRS taxing considerations, Departments will need to maintain a record of the gift cards issued, the employee issued to, the dollar amount of the gift card and the date issued. A copy of the record shall be made available upon request to the Finance Departments.



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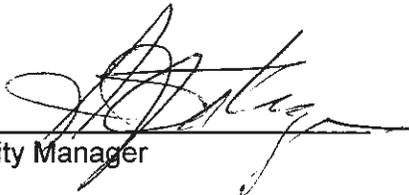
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Appendices None

References None

Review Responsibility and Frequency The Finance Department and Human Resources will review this Administrative Directive as needed.

Authorized



City Manager



Date