

## **32. EMPLOYEE APPRECIATION AND TEAM BUILDING POLICY**

### **Background**

It is in the interest of County government and the citizens served by County government, for County employees to be as productive as possible and to provide superior service to the public. In order to accomplish this, County employees must work as a cohesive team.

Additionally, to improve the effectiveness of the County's workforce all reasonable efforts must be made by the County's management to foster team building among County employees, reduce employee turnover, and make County government the employer of choice for those interested in a public service career.

To assist in accomplishing these objectives, the Board of Supervisors hereby establishes an Employee Appreciation and Team Building Policy that includes the expenditure of County funds for purposes of improving and enhancing employee team building, camaraderie, and morale.

### **Purpose**

The purpose of this policy is to provide guidelines to County departments on spending County funds for activities to improve employee morale, team spirit, and camaraderie.

Examples of such activities include department recreational events, picnics, barbeques, luncheons, trips to sporting or other special events within Lake County, purchase of wearables/accessories with Department or County logo, or other activities that would promote camaraderie among department employees.

County employees will be encouraged to participate in such activities to build team spirit and morale. These department activities are in lieu of a County wide employee appreciation event.

### **Funding**

Each fiscal year, departments are hereby authorized to spend up to \$25 per employee as budgeted, to include permanent full- and part-time employees and extra help/temporary employees. Proposed employee appreciation and team building activity expenditures shall be submitted to the Administrative Office, and approved by the CAO, or designee.

These expenditures are intended to be authorized per employee rather than per employee allocation. If a department is experiencing known vacancies, employee appreciation and team building expenditures should still reflect the \$25 per employee threshold.

Any employee appreciation and team building activity expenditures charged to a Cal-Card must have prior authorization from the Administrative Office and be approved by the CAO, or designee.

Department heads are responsible for conducting, at a minimum, one event per year. Funds must be spent in the fiscal year for which they are allocated. Unexpended funds shall not be carried over from one fiscal year to another.

## Rules

Employee appreciation and team building activities shall be at the discretion of the department head in terms of type, location and other logistics; however, all such events and activities shall be held within Lake County.

Employee participation in such events shall be voluntary, and under no circumstances shall employees be compensated for their time and/or travel expenses in attending such events.

Under absolutely no circumstances will such an event provide or allow the serving of any type of alcoholic beverages. Furthermore, no purchase of gift cards or gifting of cash shall be permitted. Activities that violate sexual harassment and non-discrimination policies are also prohibited. Disallowed items cannot be purchased nor may any accessories or wearables contain profanity, obscenity, or otherwise negatively represent the County of Lake.

A list of suggested employee appreciation and team building opportunities in Lake County is available from the Administrative Office.

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*Policy originally adopted by the Board of Supervisors 11/6/07, and revised by Board action 9/2/08. Revised by Board action 1/23/17. Revised by Board action 12/18/18*