

32. EMPLOYEE APPRECIATION AND TEAM BUILDING POLICY (E.A.T.S.)

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, in order 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 Strategy 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 among coworkers. Examples of such activities include department recreational events, picnics, barbecues, luncheons, trips to sporting or other special events within Lake County, or other activities that would allow department employees to gather as a group in a relaxed environment. County employees will be encouraged to attend such events to build team spirit, camaraderie, and morale. These department activities are in lieu of a County wide employee appreciation event.

Funding

Within the County's financial limitations in any given fiscal year, it is the intent of the Board of Supervisors to provide a nominal amount of funding ~~in each department's budget~~, based on the number of permanent (full and part time) and extra help/temporary employees, for the purpose of conducting special events as referenced above. Department heads are responsible for conducting, at a minimum, one event per year and expending the funds in the fiscal year ~~for which they are allocated.~~ ~~Unexpended funds shall not be carried over from one fiscal year to another.~~ For departments that have non-General Fund funding sources, costs should be charged to object code 28.30 of their appropriate Budget Unit(s). For departments that do not have a

funding source other than General Fund, send your claim to the Administrative Office.

Rules

Events, such as those listed above, 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. Department heads shall consult with their staff in determining the type of event to be selected. Events may be scheduled during lunch hours, on weekends, and before or after normal work hours. Participation by employees in such events shall be voluntary on the part of individual employees and under no

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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. Activities that violate sexual harassment and non-discrimination policies are also prohibited.

SUGGESTIONS FOR E.A.T.S. EVENTS IN LAKE COUNTY

Park picnic or barbeque	Car races
Hiking with picnic	Golfing
11 Roses Ranch tour and lunch	Bowling
Clear Lake Queen ride and meal	Bird Watching
Bicycling or Mountain Biking	Museum tours
Movies - cinema or drive in	Taylor Observatory
Attend a theatrical event	

Adopted by the Board of Supervisors 11/6/07. Revision Adopted by Board action 9/2/08