



## Legislation Text

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### MEMORANDUM

**TO:** Board of Supervisors

**FROM:** Carol J. Huchingson, County Administrative Officer

**DATE:** January 3, 2017

**SUBJECT:** Approve Recommended Changes to the Employee Appreciation and Team Building Policy (EATS)

#### EXECUTIVE SUMMARY:

As your Board is aware, with your adoption of the Final Recommended Budget for Fiscal Year 2016-2017, we reinstated the EATS policy. Department Heads and staff are already enthusiastically planning their respective teambuilding activities.

The original policy provided for EATS funds to be allocated in advance, to each applicable Budget Unit. However, with reinstatement of this program, departments that have non-General Fund (GF) sources of funding will simply charge allowable EATS expenses to object code 28.30. For departments reliant on the GF, claims will be sent to the Administrative office for processing. The changes recommended to the policy (see attached) provide for this change in process, while the concept for the EATS program remains the same.

**FISCAL IMPACT:** ☒ None ☐ Budgeted ☐ Non-Budgeted  
Estimated Cost:  
Amount Budgeted:  
Additional Requested:  
Annual Cost (if planned for future years):

**FISCAL IMPACT (Narrative):** None

**STAFFING IMPACT (if applicable):** None

#### RECOMMENDED ACTION:

Approve Recommended Changes to the Employee Appreciation and Team Building Policy (EATS)