

UTAH COUNTY GOVERNMENT

POLICY FOR FOOD AND GIFTS FOR COUNTY BUSINESS

COMMISSION APPROVAL AND EFFECTIVE DATE: May 1, 2012

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1.0 PURPOSE

This policy regulates the purchase of food by County departments for County business, reimbursements to County employees by County departments for food purchased by employees while conducting County business, and the purchase of awards and other recognition items by County departments to recognize persons whose contributions significantly further the mission of Utah County Government.

This policy does not apply to employee travel for County business. This policy also does not apply to food purchases for inmates in the Utah County Jail.

2.0 FOOD

All expenditures and reimbursements for food are at the discretion of the department head or Commissioner whose budget will be impacted by the expenditure or reimbursement. All

expenditures and reimbursements are subject to Utah County Procurement Rules and Regulations and to each department's budget. Generally, departments conducting meetings or training events for County business should attempt to schedule meetings and training events to not conflict with regular meal periods.

2.1 Authorized Amounts: Departments providing meals or reimbursement for meals may budget for and expend no more than the current per diem meal expense rates for travel set by the U.S. General Services Administration for the primary destination (the "per diem rate"), unless otherwise approved by the department head. Departments providing refreshments or reimbursement for refreshments may budget for and expend no more than the breakfast per diem rate, unless otherwise approved by the department head.

2.2 County Boards: Departments utilizing an appointed or advisory board may provide meals (if the meeting or event conflicts with a regular meal period) and/or refreshments for board meetings and events.

2.3 Emergencies: A department may provide refreshments and/or meals to an employee or volunteer who is required to stay at his or her work site in order to respond to an emergency, to assist in a search and rescue operation, or to support a wildland fire event.

2.4 Employee Testing Programs: The Utah County Personnel Department and/or the hiring department, when conducting testing programs for employees or prospective employees, may provide for those involved in conducting the testing process refreshments at breaks and may also provide a meal if the testing conflicts with a regular meal period.

2.5 Grants: If a department is authorized by a grant or obligated by contract to provide meals and/or refreshments, the department may expend the amounts as specified in the grant or contract.

2.6 Meetings, County Sponsored:

An elected official or department head may provide meals and/or refreshments for visiting clients, dignitaries, guests, entities or agencies who have an appropriate nexus to Utah County business.

An elected official, department head or career service exempt appointed employee may schedule luncheon-type meetings with administrators from other agencies and may be reimbursed for his or her meal and for those of other attendees as approved by the elected official or department head. The department shall document the names of the meeting attendees and the meeting purpose.

When conducting meetings with department heads or other county employees, a Commissioner may provide a meal and/or refreshments.

2.7 Meetings, Other: A department head or an employee with department head approval attending a meeting related to his or her duties or responsibilities may be reimbursed for meal expenses not to exceed the amounts specified above in "Authorized Amounts" if:

A. The meeting occurs outside of Utah County, and

B. The meeting or necessary travel occurs during a regular meal period and the meeting does not provide for the employee's meal without expense to the employee.

2.8 Staff Appreciation: A department may recognize and show appreciation for its employees by providing meals and/or refreshments at staff meetings or holiday parties. The total amount budgeted and expended for these meals and/or refreshments and the appreciation gifts

described below in section 3.9 Staff Appreciation Gifts shall not exceed \$15.00 per employee per year.

2.9 Training Events:

Internal Training: A department may conduct an internal training event for its employees and/or for non-employees when such training provides a benefit to the County. A department conducting or receiving training may provide meals (if the training event conflicts with a regular meal period) and/or refreshments.

External Training: A department head or an employee with department head approval attending a training event related to his or her duties or responsibilities may be reimbursed for meal expenses not to exceed the amounts specified above in "Authorized Amounts" if:

- A. The training event occurs outside of Utah County, and
- B. The training event or necessary travel occurs during a regular meal period and the training event does not provide for the employee's meal without expense to the employee.

2.10 Volunteers: If members of the community volunteer to serve Utah County in any capacity, the department utilizing those volunteers may provide an annual appreciation luncheon.

3.0 GIFTS

All expenditures for gifts are at the discretion of the department head and are subject to Utah County Procurement Rules and Regulations and to each department's budget. Generally, departments should only provide gifts to recognize professional achievements or contributions that are significantly above normal standards or expectations. Generally, gifts should not be of cash or of cash equivalents.

3.1 Authorized Amounts: Unless otherwise specified, departments providing gifts as indicated in this Policy may budget for and expend no more than \$75.00 per gift.

3.2 Client, Dignitary or Agency Hosting: An elected official or department head may provide appreciation gifts to visiting clients, dignitaries, guests, entities or agencies who have an appropriate nexus to County business.

3.3 County Boards: Departments utilizing an appointed or advisory board may provide appropriate annual appreciation gifts.

3.4 Employees Leaving Employment or Retiring: A department may recognize employees leaving Utah County employment as follows:

- A. After at least 5 years of service, an appreciation reception with refreshments and/or a gift not to exceed a total of \$100.00.
- B. After at least 10 years of service, an appreciation reception with refreshments and/or a gift not to exceed a total of \$150.00.
- C. After at least 15 years of service, an appreciation reception with refreshments and/or a gift not to exceed a total of \$200.00.
- D. After at least 20 years of service, an appreciation reception with refreshments and/or a gift not to exceed a total of \$300.00.
- E. After at least 10 years of service and for an employee who carried a County owned sidearm during the course of his or her employment, a department may exceed the above designated appreciation gift values if the gift is the sidearm carried by the employee at the time of retirement. Additionally, a department that gifts a sidearm to an employee under this paragraph

may also, for an employee who has at least 20 years of service, recognize the employee by expending up to \$100.00 for an appreciation reception with refreshments.

F. The Commission may provide elected and appointed officials leaving Utah County employment at any point an appreciation reception with refreshments and/or a gift not to exceed \$500.00.

The Commission may review and approve circumstances warranting an exception to these amounts.

3.5 Other Commission and Department Head Gifts: Commissioners and department heads may provide a gift to a County employee in recognition of extraordinary, professional achievement that furthers the mission of the County or the department. This gift is not subject to the budget limitation specified above in section 2.8 Staff Appreciation (but is subject to the budget limitation specified above in section 3.1 Authorized Amounts).

Commissioners and departments heads may provide a gift to a person not employed by the County in recognition of extraordinary, professional achievement that furthers the mission of the County or the department.

3.6 Staff Incentive Awards: Recognition and appreciation of employees may include incentive rewards if part of an established, written plan and budget approved by the Commission, but may not include cash or cash equivalents. Incentive awards are not subject to the budget limitations specified above in section 2.8 Staff Appreciation or below in section 3.9 Staff Appreciation Gifts.

3.7 Surplus Property: A department head may use surplus County property for a gift. The surplus property shall be valued at its current fair market value.

3.8 Volunteers: If members of the community volunteer to serve Utah County Government in any capacity, the department utilizing those volunteers may provide appropriate appreciation gifts.

3.9 Staff Appreciation Gifts: When conducting staff or other internal administrative meetings or holiday parties, a department head may provide appreciation gifts. The total amount budgeted and expended for these appreciation gifts and the meals and/or refreshments described above in section 2.8 Staff Appreciation shall not exceed \$15.00 per employee per year.