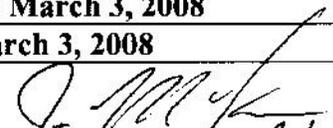
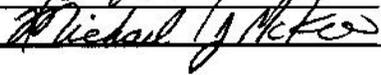


SOCIAL AND RECREATIONAL ACTIVITIES

Revision Number: 0	Effective Date: March 3, 2008
Supersedes: 700.06	Issue Date: March 3, 2008
Revision Date: January 15, 2008	Approvals: HR Director:  Commission: 

PURPOSE

On occasion, it is customary or advantageous for certain County employees to entertain others, as well as attend organized civic meetings or social gatherings in official or non-official capacities.

SCOPE

This policy applies to all County employees.

POLICY AND PROCEDURE

1. The County, or any department of the County, in its discretion, may provide the means for social, recreational, and morale and welfare activities for all employees and their immediate families. Such activities shall not be scheduled to promote any specific tradition or holiday and shall be available to all employees without regard to race, religion, color, gender, national origin, or age. All employees must understand that participation is strictly voluntary. Sufficient notice should be given to all employees involved.
2. County Officials or Department Heads may be reimbursed for social and recreational expenses, which has an identifiable business interest, be documented in writing upon the submission of a receipt. Such expenditures include acknowledging an employee or a group of employees for a special effort, building relationships, solidifying an advantageous deal, recruiting a prospective employee, or fulfilling responsibilities as a member or guest of a civic group. The examples are not all inclusive; however, they clarify some of the reimbursable expenses.
3. Reimbursement requires a receipt, without exception. Goods or services must not exceed nominal value for each individual receiving such.
4. At such events, management and employees shall not act on behalf of the County, expressed or implied, without prior written authorization by the Commission.