



California University of Pennsylvania

ADMINISTRATION AND FINANCE POLICY: EMPLOYEE RECOGNITION EVENTS

A. Purpose & Scope:

The purpose of this policy is to ensure all employees are treated consistently and fairly for the purpose of university employee recognition events.

In compliance with Board of Governors Policy 2010-01-A, *Expenditures of Public Funds*, California University of Pennsylvania can host employee recognition events (i.e. retirement, years of service milestone, superior achievement) throughout the academic and calendar year in honor of an employee or employees.

B. Definition(s): Not applicable.

C. Policy:

In recognition of an employee's retirement, years of service milestones, or superior achievements, all employees will be treated consistently.

In circumstances that warrant the necessity of offering light refreshments (i.e. cookies, drinks), all employees will be provided consistent access to such refreshments for the purpose of such employee recognition event.

D. Procedure(s):

1. All university employee recognition events will be organized consistently and uniformly regardless of the nature, purpose, or guest list.
2. Employees will be treated consistently when organizing and/or participating in a university recognition event.
3. The event must be open to the entire department, division or University and the dollar amount is modest for the event.

E. Effective date:

Adopted: 9/26/2012

by: Cabinet

Amended Date: