UTAH COUNTY GOVERNMENT

POLICY FOR FOOD AND GIFTS FOR COUNTY BUSINESS

COMMISSION APPROVAL AND EFFECTIVE DATE: The 28th day of April 2021

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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 work safety or other employee incentive programs approved by the Board of County Commissioners, to employee travel for County business, or to food purchases for inmates in the Utah County Jail.

2.0 FOOD
2.1 General Provisions: Within the limitations of this Policy, 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. Tips cannot exceed 20% of the pre-tax amount. 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. **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, or encouraged, to stay at or near his or her work site in order to respond to emergency situations including, but not limited to, expedited public vaccination programs, search and rescue operations, and wildland fire events. **2.4 Employee Testing Programs:** The Utah County Human Resources 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 "General Provisions" 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 shall not exceed $18 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 "General Provisions" 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 meal.

3.0 GIFTS

3.1 General Provisions: Within the limitations of this Policy, 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 employees to recognize professional achievements or contributions that are significantly above normal standards or expectations. The Board of County Commissioners and department 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. Gifts may not be of cash or of cash equivalents. 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 Retiring Employees and Elected Officials Leaving Office: A department may recognize County employees retiring from Utah County under the Utah Retirement System and County elected officials leaving office, as follows:

A. After at least 5 years of service to Utah County, an appreciation reception and refreshments with a total cost not to exceed $100.00.
B. After at least 10 years of service to Utah County, an appreciation reception and refreshments with a total cost not to exceed $150.00.
C. After at least 15 years of service to Utah County, an appreciation reception and refreshments with a total cost not to exceed $200.00.
D. After at least 20 years of service to Utah County, an appreciation reception and refreshments with a total cost not to exceed $300.00.
E. A standard departure gift facilitated by the Office of Human Resources with a cost not to exceed $25 for up to 10 years of service, $50 for up to 20 years of service and $150 for over 20 years of service.
F. After at least 10 years of meritorious service to Utah County, an employee who carried a County owned sidearm during the course of his or her employment shall be awarded the sidearm carried by the employee at the time of leaving service with the County.

3.5 Staff Incentive Awards: Recognition and appreciation of employees may include incentive
rewards if part of an established, written incentive plan and budget approved by the Board of County Commissioners. Such incentive awards are not subject to this Policy.

3.6 **Surplus Property:** A department head may not use surplus County property for a gift, except for the gift of a firearm as described in section 3.4(E).

3.7 **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, not to exceed the cost of $18 per gift.

3.8 **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 shall not exceed $18 per employee per year.