

**FUNDING EMPLOYEE RECOGNITION**

For the purpose of promoting efficiency, morale and initiative and recognizing and encouraging employee work performance, the Chancellor and each college President is authorized to use District funds for employee recognition events and activities. Employee recognition is at the discretion of the Chancellor or respective President under the following guidelines:

1. purchase of food, facility rentals, and decorations are permitted;
2. minor personal awards not exceeding cost per item listed in Human Resources approved catalog are permitted;
3. no cash payments to employees are authorized;
4. funds may be spent for group recognition, for individual awards or other appropriate recognition; and
5. all expenditures will be subject to provisions of state law, regulations and District procedures.