

	<b>CITY OF HENDERSONVILLE</b>		
Policy Name:	Employee Events and Banquet Policy	Date Adopted:	December 1 2016

**I. Purpose**

The City of Hendersonville provides several citywide employee recognition events on an annual basis to reward employees for the service and dedication to the citizens of Hendersonville. This policy shall serve as the official guidelines for all other City of Hendersonville departmental employee recognition events. The policy is effective December 1, 2016.

**II. Applicability**

1. Each department is authorized to spend up to the in state per diem dinner rate, as per the currently adopted City of Hendersonville Travel Policy, for each employee, retiree, and volunteer that may attend the recognition event. These funds may be spent to purchase food for one department specific recognition event per year.
2. Each department is authorized to purchase departmental awards (plaques, trophies, etc.) from a separate line item as long as the individual awards do not exceed \$50.00.
3. Other gifts and door prizes may not be purchased with City funds without approval of the Human Resources Director.
4. The City of Hendersonville Human Resource Department is responsible for purchasing all retirement gifts for employees. With the exception of small plaques, no other retirement gifts may be purchased by departments with City funds. If departments have specific gifts that you typically purchase for retirees, please coordinate the purchase of retirement gift through the Human Resources Department.
5. No other public funds may be used on these types of events unless authorized by the City Manager.
6. All other City-sponsored employee recognition events will be organized by the Human Resources Department and Service Excellence Design Team.
7. Departments are authorized and encouraged to have as many Dutch treat or covered dish events as desired by the department.

**III. Board and Commission Guidelines**

Board and commission staff may ask to budget funds to host small receptions or gatherings during their regular meetings or at other scheduled times.

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John F. Connet, City Manager

December 1, 2016  
Date