The FRIENDLY CITY
Ellsworth
Maine

Employee Appreciation Fund Policy:

Purpose: The Employee Appreciation Fund (EAF) aims to recognize, reward, and show appreciation to employees for their contributions to the organization. This policy outlines the guidelines for the use and management of the EAF to ensure fair, transparent, and consistent spending in alignment with the City of Ellsworth's budgeting and financial procedures.

Scope: This policy applies to all City of Ellsworth employees and departments.

Policy Statement:
All employee appreciation spending requests must be submitted to the Finance Department for approval before any funds may be used.

Fund Usage Guidelines
The EAF may be used for the following purposes:

- **Recognition of Exceptional Performance**: Awards for outstanding contributions, employee of the month awards, or special achievements.
- **Team Building Activities**: Team lunches, offsite activities, or events that foster collaboration and morale.
- **Milestone Celebrations**: Celebrating work anniversaries, birthdays, retirements, or significant personal achievements of employees.
- **Holiday and Seasonal Events**: Office parties, holiday celebrations, and seasonal gifts.
- **Wellness and Engagement**: Wellness programs, seminars, workshops, or activities that contribute to employee well-being and engagement.

Fund Restrictions
The EAF should not be used for:

- Personal gifts unrelated to employee performance or celebrations.
- Regular operating expenses, office supplies, or other non-appreciation-related costs.
- Alcohol purchases.
- Any items or activities that do not align with the organization's values and policies.

Eligibility
All full-time and part-time employees are eligible to benefit from the EAF. Contractors and temporary staff are not eligible unless specified otherwise for particular events.

Spending Limits
Annual Budget Cap: The total annual departmental EAF budget will be established at the start of each fiscal year and must not be exceeded. Funds are allocated on a per employee basis and must be evenly distributed for all employees within the department.

Procedure:

1. **Request Submission**: All requests to use EAF's must be submitted through a purchase order.
2. **Review:** Finance will review the request to ensure it aligns with the municipality's fund usage guidelines.
3. **Invoice Submission**: Upon approval all expenditure request/receipts must be submitted to the Finance Department for payment. Any requests that do not include all receipts and/or invoices will be denied.
4. **Request Denial:** Any spending without following the proper request procedure or fund usage guidelines will not be processed.

Responsibilities:

- Department Head/Managers: Submit digital spending request to Finance to ensure all expenses are properly documented and approved.
- Finance: Review and approve spending requests, ensure alignment with budget, funding guidelines, and maintain records of approvals.

Effective Date: 8/28/2024

Review and Revisions: This policy will be reviewed and revised as necessary, with updates communicated to all employees.

*By implementing this policy, the City of Ellsworth aims to maintain transparency, accountability, and responsible financial management.