

FY23 Internal Faculty/Staff Meeting and Event Guidance

Purpose: EHE is committed to supporting faculty and staff events that acknowledge the inherent value of employees and foster better employee engagement and boost morale. This guidance will provide units with the parameters for planning internal meetings and events for FY23.

Policy: [4.11 Expenditures](#)

IX. Certain types of expenditures require additional scrutiny, including those for alcohol, recruiting expenses (meals, entertainment, travel, relocation), employee recognition, meals/functions, entertainment, professional membership dues and subscriptions, telephones other telecommunication devices, and control over expenditure of gifts. These are detailed in the Procedure section.

Procedure:

I. Alcohol

- The purchase of alcohol in connection with university business is **discouraged**. If alcohol is considered necessary, due care must be exercised.
- Alcohol can only be charged to **discretionary funds**.

III. Employee Recognition

- All employee appreciation events must follow the conditions set forth by the Office of the President, outlined in [Faculty and Staff Appreciation Guidance](#).
 - Colleges/VP units can spend up to **\$75 per employee per calendar** year on employee appreciation and holiday events.

IV. Meals

E. University functions (employee meals, food, and beverages)

- Provision of food and beverages for gatherings of university employees on a daily, weekly, monthly, or similar recurring basis, or payment for meals associated with one-on-one meetings of university employees, is **prohibited**.
- University funds may be used to provide food and beverages at board meetings, meetings with external stakeholders (including alumni, prospective donors, state

government, and community groups), activities involving volunteers, and activities in which the majority of the participants are students.

- University funds may be used on an occasional and non-recurring basis to provide food and beverages at a seminar, retreat, workshop, orientation, meeting of groups of employees, or other university function.
- Expenditures must be limited to food and non-alcoholic beverages, and a formal business discussion must be the primary purpose for the gathering. When possible, unit leaders should use discretionary funds to pay for meals provided to groups of university employees

Guidance:

- Staff Appreciation Events:
 - College Funded Events: The college will fund two staff appreciation events in FY23, which will allocate **\$50/per person**.
 - Holiday Event – Fall 2022
 - Staff Appreciation Event – Summer 2023
 - Department Funded Events: EHE departments are allocated up to **\$25/per person** to hold individual department events to welcome, celebrate and recognize faculty and staff.
- Alcohol
 - University funds for alcohol at internal faculty and staff gatherings is not permitted at department funded events.
- Meals
 - Food and beverages for internal faculty and staff meetings, workshops, orientation, etc. are allowable occasionally and should be the exception rather than the rule.
- Personal Residences
 - Department and college funded events are not permitted to occur at personal residences.