

**CITY OF PLANO POLICIES AND PROCEDURES**

222.001

**Department Name:** City Manager  
**Procedure:** Employee Recognition Activities

**Effective Date:** 7/31/1991  
**Revision Date(s):** 8/01/2005, 12/31/2006  
**Review: Annual:** 8/01/2006

**I. Purpose**

To provide all departments an opportunity to annually recognize employees and/or annual service award recipients in their departments.

**II. Policy**

Any department or combination of departments desiring to hold an annual employee recognition activity should request authorization from the City Manager's Office thirty (30) days prior to the date of any requested event.

**III. Activity**

Any department or combination of departments may hold annual employee recognition activities to honor outstanding employees and/or annual service award recipients in their department.

**IV. Funding**

- A. Partial funds for an employee recognition activity may be requested from the City Manager's Office by means of a memo, along with a check request. If the event is approved, the check request will be coded and approved by the City Manager's Office and not by the requesting department. After approval, the check request will be forwarded to the Accounting Department for processing.
- B. The City Manager shall set the amount of funding provided per employee. If additional funds are needed, private funds must be used.
- C. No City funds will be used for the purchase of alcoholic beverages.