

ADMINISTRATIVE POLICY
EMPLOYEE RECOGNITION AND TEAMBUILDING EVENTS

This policy pertains to employees.

Fox Valley Technical College promotes employee recognition and recognizes faculty and staff for their service. The following is a list of College-supported recognition events or activities:

- Great Performance Award
- Length of Service Award
- Quarter Century Club Dinner
- Staff/Holiday Reception
- Staff Celebration
- Memorial upon the death of a retiree, an employee or immediate family member of an employee (spouse/mother/father/brother/sister/child), which is coordinated by Human Resources
- Other College approved recognition activities may be included as approved by the Vice President for Human Resources

Budgetary resources have been allocated in an employee recognition fund for these College-sponsored activities.

A Vice President or his/her designee can authorize use of department budget resources for the following types of department recognition events:

- A modest on-campus gathering or reception to recognize an employee retirement. When practical, a group reception should be planned when multiple employees are retiring from the same area at a similar time. A modest gathering or reception is considered providing a cake (or similar) and may include a small number of additional hospitality items.
- A modest on-campus celebration to recognize a department or team achievement, such as an on-campus lunch or other hospitality.
- Other approved department recognition activities may be included as approved by the area's Vice President.

The following is a sample list of recognition items or activities for which College or department budget should not be used:

- Off-campus recognition celebrations for any purpose
- More elaborate celebrations
- Farewells for resignations
- Individual luncheons
- Holiday get-togethers
- Celebrations of employee personal milestones (wedding, birthday, wedding or baby shower, graduation, etc.)
- Seasonal decorations
- Personal greeting cards purchased retail, i.e. birthday, get well, sympathy, etc.
- Gift items of a personal nature should not be paid for through any College budget
- Any exceptions to the above require approval by the area's Vice President

Individuals/departments/divisions may wish to personally contribute to pay for an item or activity that cannot be paid for with College funds. Employees may also contribute to supplement a College-funded reception or activity, such as for decorations or additional food items.

Employees who are not sure if a recognition expense is covered by the employee recognition fund or can be covered through a department budget should contact Human Resource Services or Financial Services for guidance prior to incurring the expense.

For further clarification regarding business meals, refer to administrative policy, Business and Meeting Meals.

Teambuilding Events

Departmental events that bring employees together in a social, casual, or fun setting can play an important role in building a more collaborative and cohesive work environment, fostering stronger professional relationships, and creating a better workplace. Numerous in-house options and resources are available for teambuilding activities. Department budget resources may be used to fund on-site and off-site interactive activities for the purpose of teambuilding, that are appropriately modest, financially responsible, and reflect positively on the image of the College. At the manager's discretion, such teambuilding activities may be planned as part of the workday with consideration to minimize disruption to service or operations.

If a department-funded teambuilding event is held off-site in a location where alcohol is served, alcohol must not be consumed during the workday. If employees extend participation in the activity beyond the workday, any purchase of alcohol must be paid for by the employee. Employees while together should promote awareness of personal safety and security with other employees consistent with appropriate conduct and the values and positive image of the College.

Employees are encouraged to contact Human Resource Services or their respective Vice President for guidance if they are unsure a specific team building activity can be appropriately covered by department budget resources prior to incurring the expense. Human Resources is a resource for teambuilding ideas, options, and questions.

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