

Department Director Expense Account Policy

Effective May 1, 1989

~~Department Director Expense Accounts may be established in a Director's budget activity using object code 0528 (expenditure from contingent fund). Payment for public purpose expenses may be made from this account, according to the following allowances, on a pay voucher, signed by the department director (a designee is not acceptable) and accompanied by a receipt or invoice and a statement of City benefit has been submitted. Expenses of a personal nature are unacceptable. In a City Attorney's opinion, public purpose has been generally construed to mean "...such an activity as will serve as a benefit to the community as a body and, at the same time, is directly related to the functions of government." The directors of Community Services, Technology and Management Services, Fire, Planning and Economic Development, Police, and Public Works; along with the Executive Assistant to the Mayor, the Budget Director, the City Attorney, the City Clerk, the Personnel Director, the Director of Human Rights, Deputy Mayor, Council Research Director, Water Utility General Manager and the Managing Director of the Civic Center will be eligible. \$2,000 maximum will be allowed per director per year. The following allowable items have been reviewed by the City Attorney's Office and have been determined to be expenses of public purpose by the Mayor and City Council:~~

Department Director Expense Accounts may be established in each department's budget for public purpose expenses as described below. Public purpose has been generally construed to mean an activity that will serve as a benefit to the community as a body and, at the same time, is directly related to the functions of government. The maximum amount allowable for each department in this account is \$2,000 per year. The following items have been determined to be expenses of public purpose by the Mayor and City Council.

Meeting / Meals

~~When employees are not traveling out of town, meal expenses will generally not be allowed. Payment or reimbursement for local professional or civic organization lunches, meetings or seminars where the topic is related to the function of the director will be allowed. Reimbursement for business meals will be allowed, in accordance with the Runzheimer Index, when business cannot be done at an alternative time. The director will be responsible for determining the benefit to the City, and specifying the public purpose in writing. No payment will be allowed if only City employees are present. Reimbursement for coffee and pastry for department head meetings is permissible if City employees are present. The director will be responsible for determining the benefit to the City, and specifying the public purpose in writing, including copies of minutes kept.~~

Gifts and Contributions

~~Contributions up to \$50 to City employee recognition and retirement commemorations on behalf of the director will be allowed when he or she is representing the City.~~

~~Payment or reimbursement will be allowed of up to fifty dollars for flowers and other token gifts for well wishes and sympathetic greetings for employees.~~

Payments for the following items are specifically disallowed by this policy:

- Alcoholic beverages
- Membership to a private club
- Expenditures budgeted for in other line item accounts; including but not limited to:
 - Professional association dues not required as a condition of employment
 - Furniture or office supplies
 - Transportation expense

Each expense must be accompanied by a receipt or invoice and a statement of public purpose as attested and authorized by the director.

City of Saint Paul
Employee Recognition Policy
Proposed: December 4, 2017

This policy is written pursuant to the provisions of the City of Saint Paul Charter and the statutes and laws of the State of Minnesota, which permit and require the expenditure of public funds for public purposes. The public purpose principle permits a governmental entity to expend public funds if the primary purpose of the expenditure is for the public and the expenditure relates to the governmental purposes for which the entity was created.

The City of Saint Paul believes it is appropriate to expend public funds for the following employee recognition activities and that these activities are necessary to fulfill the City's governmental responsibilities as an employer. Employee recognition programs build and support the foundation needed to enhance employee job satisfaction, which in turn influences cooperation and productivity, and results in excellent public and customer service that better serves the interests of the community.

- 1) **Employee Safety and Health Programs.** City departments may pay reasonable and necessary expenses related to the operation of appropriate employee safety and health programs when the benefit of those programs is clearly demonstrated and the programs are not primarily of a social or recreational nature.
- 2) **Employee Years of Service and Retirement Programs.** Recognizing and rewarding years of service can boost employee morale and promote employee retention for all employees in the workplace. The City recognizes the value of institutional knowledge and experience held by long-term employees. Additionally, employees who have retired from employment with the City of Saint Paul can be ambassadors of goodwill for recruiting future employees.
 - a. **Years of Service Awards:** Each City department may pay reasonable and necessary expenses up to \$250 per year related to employee recognition and appreciation programs to recognize employee performance and length of service.
 - i. Service awards in the form of a pin recognizing years of service in 10, 15, 20, 25, 30, 35, 40, 45 and 50 year increments will be purchased by Human Resources and distributed to departments for recognition. The cost of each pin shall not exceed \$5.
 - b. **Retirement gifts:** To commemorate and celebrate longevity with the City of Saint Paul, employees who have worked for the City for twenty years or more and retire in good standing shall be eligible for a retirement gift of up to \$100 from their department. The gift cannot be in the form of cash or check.
 - c. **Annual Employee Cookout:** Human Resources is authorized to spend up to \$6,000 from the Human Resources budget for the cost of the cookout.