

POLICY 821 COUNTY EVENTS AND COMMITTEES

1. Purpose. The County offers opportunities to attend County sponsored events and participate on various committees. This policy outlines approved events and committees and the expectations when participating.

2. County Events

2.1 Approved County Events are:

2.1.1 Golf Outing

2.1.2 Holiday Party

2.1.3 Picnic

2.2 Budget.

2.2.1 The budget for these events is determined on an annual basis. All requests should be submitted to the Finance Director along with a justification of requested funds no later than January 31st of each year.

2.3 Event Attendance.

2.3.1 These functions are available to all employees of Eau Claire County. Attendance at these events is unpaid and will not be included on the time sheet.

2.3.2 All anti-discrimination and anti-harassment policies apply to all work related social events. Employees are expected to comply with these policies and all other county policies at all times.

2.4 Event Planning.

2.4.1 Time spent planning events during working hours is paid work time.

2.4.1.1 Time needed to plan these events must be completed during work hours and cannot cause overtime.

2.4.1.2 Time spent planning events outside of working hours is unpaid.

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2.5 Alcohol Consumption.

2.5.1 On these occasions, employees are expected to take into account that they are representing Eau Claire County.

2.5.2 If any event takes place during working hours, no alcohol will be permitted.

3. County Committees

3.1 Approved County Committees are:

3.1.1 Safety Committee

3.1.2 Scholarship Committee

3.1.3 United Way Committee

3.1.4 Wellness Committee

3.2 Committee Participation.

3.2.1 Employees are encouraged, with the approval of their supervisor, to participate in county committees.

3.2.2 Meetings of approved committees will occur during working hours.

3.2.3 Employees attending meetings of county committees will be paid.

3.2.4 Employees working at fund-raising activities that occur during working hours will be compensated.

3.2.5 Participation on these committees cannot impact work performance or cause overtime. Should this occur, employees will be removed from the committee.

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