Holiday/Seasonal Parties and Other Staff Recognition Events

A: Holiday Event (December time frame)

It is appropriate for the AVP/unit directors to encourage a holiday event for all staff. However, certain limitations apply:

•University funds shall not be used

•Vendor contributions shall be prohibited

•Invitations are extended to current employees and retirees

•The duration of the event shall be limited to no more than 2 hours

•The event shall be held between November and the end of January

•The AVP/department director must approve of the event in advance

B: Other Events/Programs

It is understood that units may sponsor additional formal employee appreciation type events or programs. Such events or programs must be approved in advance by both the department director and AVP.