

Employee Recognition and Training Event Meals

Resources:

- See [Section 01-01.00 Records Retention](#)
- See [Section 12-01.00 Per Diem Rates](#)
- See [Section 07-03.00 Group Gatherings](#)

Purpose:

This policy describes authorized court functions other than retirement where court funds may be used to provide per diem meals to employees.

Policy:

1. Up to three times each year a group gathering may be held for the purpose of recognizing court employees' years of service. These group gatherings may also include group training opportunities and may include a meal at prevailing per diem meal rates. As required of other court-sponsored meetings that include meals, functions should include an agenda and list of court employees who are in attendance. The three hour minimum duration rule does not apply to this section. Employee recognition and training events can be held virtually and the per diem used to pay for meals delivered to the participant's home or other work location (ex., door dash credit or Uber eats). In addition to the food per diem, a delivery fee and a 10% tip may be added to the cost of delivered meals for virtual employee recognition and training.