



# Taylor County

## Board of County Commissioners'

### Policy Manual

Policy #:	Title:	Effective Date:
<b>2008-15</b>	<b>Employee Holiday Gift Policy</b>	<b>12/16/08</b>

### PURPOSE

The purpose of the Holiday Gift Policy is to demonstrate the Boards appreciation to County Employees.

### REFERENCE

Taylor County Board of County Commissioners' Gift Certificate Policy 11/17/98.

### POLICY

The Board of County Commissioners each year will fund a gift certificate or card in the amount of \$25.00 for County Employees that work for the County Administrator, this includes not only those full time, part-time and temporary employees working directly for the Board of County Commissioners. In 2008 the Board will also fund employees working for County Elected Official employees as well. In 2009's budget and beyond Elected Officials will include the amount for gift certificates in their budgets rather than in the Board's budget. Employees working for the County Administrator will continue to be budgeted in the Board's budget.

Individual Elected Official and the County Administrator are responsible for turning in a complete list of their full-time, part-time and temporary employees to the Clerk of the Court not later than the 1<sup>st</sup> working day in December each year. The Clerk of the Court will take the list and obtain gift certificates or cards.

Any Elected Official or Department Head who hires an employee between the established turn in day to the Clerk of the Court and Christmas is responsible for obtaining and funding the new employee's gift certificate.

### RESPONSIBLE DEPARTMENT

Office of the County Administrator

**Sunset Date: 12/16/13**