




COUNTY BOARD OF HEALTH POLICY # CO-12010 EMPLOYEE APPRECIATION POLICY

Approval:		7-17-25
	District Health Director	Date

1.0 PURPOSE

The purpose of this policy is to outline the guidelines and procedures for the planning, approval, and execution of Employee Appreciation Day events within the health departments. It is intended to ensure a consistent and equitable approach for the day.

2.0 AUTHORITY

The Employee Appreciation Policy is published under the authority of the County Board of Health (CBOH).

3.0 SCOPE

This policy applies to all county health departments within District 2 Public Health.

4.0 POLICY

Employee Appreciation Day will be held once per fiscal year. It provides an opportunity for employees to come together for an event that recognizes their contribution and promotes team building. The event must be scheduled during regular work hours (either an 8-hour or an 8.5-hour day) and cannot take place on a "long" or "short" hour day. The event cannot be scheduled on a Monday or Friday.

5.0 DEFINITIONS

5.1 CBOH – County Board of Health

5.2 DHD – District Health Director

6.0 RESPONSIBILITIES

6.1 Nursing Leadership and the District Administrator is responsible for issuing and updating procedures to implement this policy.

7.0 GUIDELINES AND PROCEDURES

7.1 Eligibility

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All full-time and part-time employees are eligible to participate in Employee Appreciation Day events. Temporary and PRN staff members are not eligible to participate. Employees who travel between multiple counties may attend one event per fiscal year, but not more than one.

7.2 Leave Policy

Employees who choose not to participate in the event are required to use annual leave. If applicable, they may use sick leave.

7.3 Funding and Allocations

Each participating employee will be allocated \$25 from the county's non-participating funds line item. Employees must submit receipts for the expenses, along with any unspent funds, to the Office Manager. Any leftover funds will be returned to the Health Department's account. If the event exceeds the \$25 allocation, the individual employee must cover the additional cost. If an employee decides not to participate, they will not receive the \$25 allocation.

7.4 Local Support

Employees are encouraged to support local community resources and businesses when organizing Employee Appreciation Day activities to benefit the local economy. The event must take place in District 2.

7.5 Event Approval Process

The planning process for Employee Appreciation Day must begin with a proposed agenda that is submitted to Nursing Leadership for review. The agenda will then be forwarded by Nursing Leadership to the District Administrator and District Health Director for final approval. The agenda should include a detailed timeline of activities with a breakdown of the costs.

7.6 Purchase Requisition and Reimbursement Process

A purchase requisition/purchase order must be submitted with a detailed breakdown of activity cost. Reimbursement will be provided for the costs up to \$25/employee, and only one reimbursement per county will be processed (not individual reimbursements). If a check is required on the day of the event, please submit the request at least three weeks in advance to allow for processing.

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7.7 Post-Event Documentation

After the event, the following documentation must be submitted:

7.7.1 Sign-in sheet of attendees

7.7.2 Receipts for event-related activities and expenses, along with unused funds

7.8 Event Location and Travel

7.8.1 The location for Employee Appreciation Day should be determined collaboratively by all participating staff. Travel for the event must remain within District 2, and activities should ideally take place in the county where the Health Department is located, supporting local businesses.

7.8.2 Travel to and from the event is not reimbursable.

7.9 Health Department Closure

On the day of the event, the Health Department will be closed. A notice must be posted on the door of the Health Department stating: "The Health Department will be closed on [date] for employee training and will reopen on [date]."

7.10 Event Planning Recommendations

7.10.1 Educational Component

Each Employee Appreciation Day must include an educational component related to public health. This may include learning sessions, guest speakers, public health-related movies or documentaries.

7.10.2 Team Building Activity

The event should also include at least one team-building activity. Possible activities include games or crafts, problem-solving challenges, local shopping.

7.10.3 Wellness Activity

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A wellness activity is recommended to promote employee well-being. Options include chair massages, yoga sessions, walks in local parks or along walking trails, tours of historical sites.

7.10.4 Meals

The event should include a meal, with options such as breakfast or lunch at a local restaurant, a food truck (with approval from local Environmental Health), snacks or employees bringing their own meals.

7.11 Coordination and Communication

7.11.1 Each Nurse Manager and Office Manager may choose whether to hold Employee Appreciation Day for their team.

7.11.2 Coordination for the event should begin at least one month in advance, with input from all participating employees.

7.11.3 The Health Department, Environmental Health, WIC, and Dental staff should collaborate to determine a mutually agreeable date.

7.11.4 The Nurse Manager and Office Manager will oversee the planning of the event, but feedback from all participating employees should be incorporated to ensure broad support for the event.

8.0 REVISION HISTORY

REVISION #	REVISION DATE	REVISION COMMENTS
1	April 14, 2025	Initial Issue

9.0 RELATED FORMS

Employee Appreciation Agenda
Health Department Door Sign

(County letterhead)

Staff Appreciation Day

(Date)

8:30-9:30	Welcome & Breakfast
9:30-9:45	Break
9:45-11:15	(Presentation re: Public Health topic)
11:15-11:45	(Drive to -- for lunch)
11:45-1:15	(Lunch at --)
1:15-1:30	(Drive to -- for team building activities)
1:30-3:00	(Team Building Activities)
3:00-3:15	Break
3:15-4:00	(Team Building Activities)
4:00-5:00	Drive back to the Health Department, Wrap up

(County Letterhead)

The Health Department
will be closed on
_____ for staff
training and will reopen
on _____.