Sent to all ANR Directors for distribution on behalf of Tu Tran.

As the year-end draws near, I would like to send out a reminder about UC ANR use of funds for morale-building events and employee non-cash awards.

Morale-Building Events:

Morale-building events include employee recognition receptions, annual academic/staff picnics, new employee receptions, and holiday gatherings.

UC ANR funds may pay for or reimburse costs for meals or light refreshments associated with official employee morale building and appreciation activities that serve a University business purpose. In keeping with UC wide policy, use of ANR funds is limited to $22 per person for light refreshments. Morale-building events funded by ANR should be held on ANR property. Pre-approval for morale-building events is still required.

We expect all directors and managers to exercise good judgment about individual and cumulative expenditures related to these activities and programs.

These restrictions for morale-building events apply to all ANR funds, regardless of fund type or source. These restrictions do not expire. We will continue to examine all uses of ANR funds, existing policies and procedures, and our current activities.

Employee Non-Cash Awards (i.e. Gift Cards):

Employee recognition awards should only be provided within an established recognition program (such as Spot Awards or STAR Awards) and based on objective criteria. These non-cash recognition awards should only be given for "exemplary performance" (i.e., a special project above and beyond the normal scope of an employee's job).

Gift cards should not be purchased with ANR funds for distribution to employees as recognition for work within the normal scope of their employment; especially during the holidays as it will be considered taxable income (i.e. a bonus).

State funds (start-up, salary cost recovery, general program) or federal funds (program support/PDSL and general support/CEGS) cannot be used for either morale-building events or gift cards.

Related UC Policies BUS-79, G-41 and G-46.

Questions about these issues may be forwarded to the Business Operations Center (Su-Lin Shum, sshum@ucanr.edu) or the Controller's Office (Robin Sanchez, rgsanchez@ucanr.edu).