

UCSF Health

Policies & Guidelines for Employee Appreciation

Reminder

- All employee morale building events, activities and gifts are subject to exceptional approval
- Policies and guidelines are set by UCOP and are specific to the use of UC funds
- It is our responsibility as leaders to ensure we are familiar with these policies and enforce them
- Exceeding the per person amounts may leave your employees subject to additional taxable income
- For more information, visit <https://healthrecognition.ucsf.edu/guidelines>



Policy Guideline Highlights – Allowable Expenses

- **Types of Events:**
 - Holiday Gatherings
 - Retirement Celebrations to honor a departing employee who is retiring or separating with at least 5 years of services
 - Employee recognition receptions (eg. annual staff picnic; new employee welcome reception)
- **Per person meal limits – increase effective November 1, 2021*:**
 - Breakfast \$27 → \$28
 - Lunch \$47 → \$49
 - Dinner \$81 → \$85
 - Light Refreshments \$19 → \$20
- **Retirement Celebrations:**
 - Human Resources will support up to \$1,000 in funding
 - Moffitt Catering is preferred catering vendor
- **Employee Gifts – meant to be occasional; no more than 3 per year; maximum \$75 limit per gift**
 - Recognition
 - Prizes/Door Prizes/Raffle Prizes
 - Gifts to acknowledge a birth
 - Sympathy gifts
- **NEW! All events must comply with COVID guidelines (coronavirus.ucsf.edu/events)**

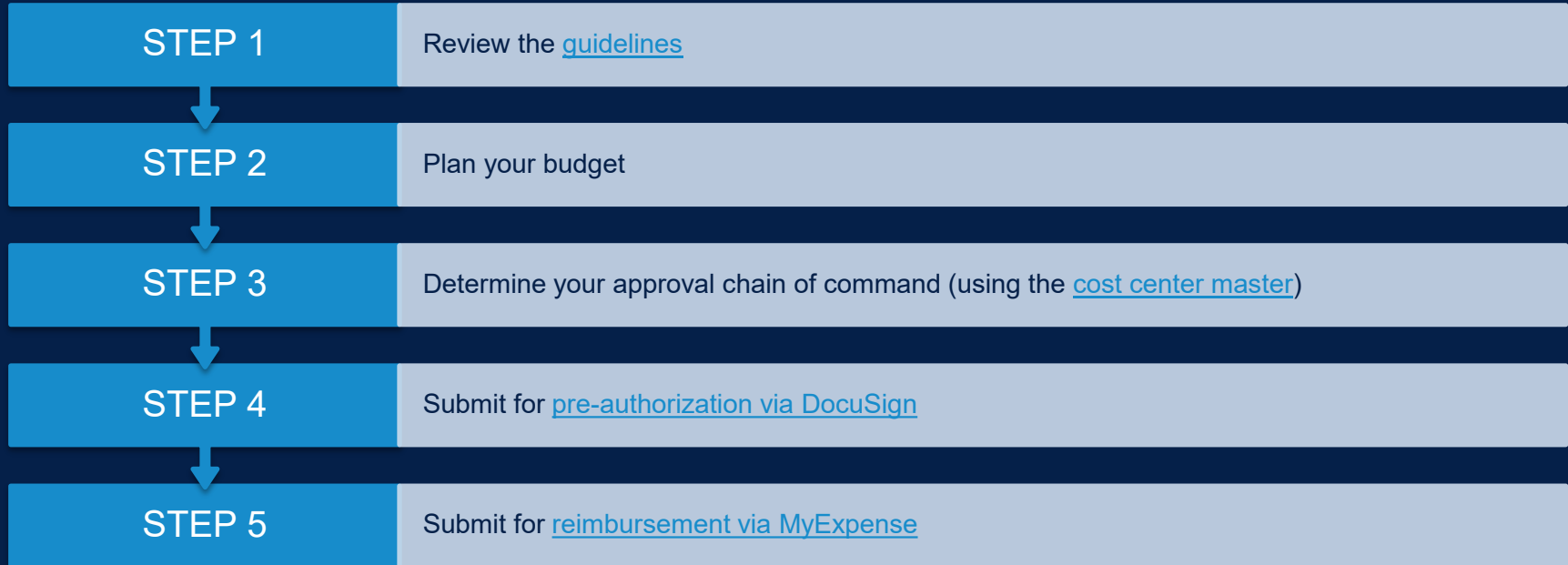
Please read guidelines on frequency of meals & refreshments.

✘ Policy Guideline Highlights – Unallowable Expenses

- **Catering for virtual events**
 - Per UCOP policy you are not permitted to send catering to remote employees. This includes sending food via meal delivery services or purchasing gift cards for meal delivery services.
- **Types of Events:**
 - Occasions of a personal nature including Birthdays, Weddings & Anniversaries
 - Farewell gatherings for employees with less than 5 years of service
- **Types of Gifts:**
 - Of a personal nature including Birthday, Anniversary, Wedding & Graduation
 - **Holiday**
 - Cash
 - Recreation Memberships
 - Season Tickets
 - Services (i.e., a spa certificate)
 - Retirement gifts & length of service gifts (*provided by HR via BiWorldwide*)
- **Any expenses considered lavish or extravagant**

Pre-Authorization Process for MyExpense

All Employee Morale-Building Events & Activities are subject to exceptional approval



Scenarios of Allowable & Unallowable Expenses

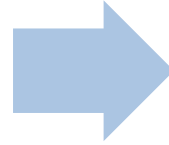
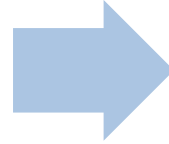
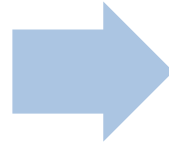


Sending cookies to your remote team

Providing holiday gifts to your team

Using UC funds for a staff birthday party/gift

A gift certificate for spa services



Sending your remote team a cookie decorating kit as a gift to be used during a virtual team building activity

Providing year end gifts to recognize the employees' noteworthy work-related accomplishments during the pandemic

Team members make personal contributions towards a staff birthday gift

Tangible gifts, up to \$75



How to Celebrate Employee Appreciation

Ideas for Employee Appreciation



Recognizing colleagues by expressing your appreciation should be an everyday practice.

- Terri O'Brien, Associate Chancellor



Say thank you



Send an email or digital card via the [Recognize platform](#)



Celebrate work anniversaries



Nominate them for a [PRIDE Experience Award](#)

Ideas for Recognition Events/Activities

FOR ON-SITE WORKERS

- Order cupcakes or donuts/churros as part of a recognition event
- Partner with Moffitt Catering to host an ice cream social, pizza party or coffee cart
- Provide a voucher to the gift shop for staff to pick out UCSF swag
- Purchase team branded gifts to distribute at a recognition event
- Create a raffle & award prizes

FOR REMOTE WORKERS

- Virtual team-building activities/games
- Send an activity kit as a gift to be used during a Zoom event
- Order gift cards that can be redeemable for tangible goods & host a virtual recognition event

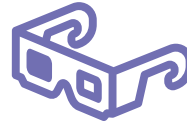
FOR EVERYONE

- Arrange a trip to a food truck park
- Purchase tickets to a sporting event or museum

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Sengraw M	Mercedes Dominguez		Diana Lee	Diana Lee

Ideas to Celebrate the Holidays

Reminder: holiday gifts are not permitted, however you are allowed to give a year-end recognition gift



Holiday bingo/trivia

Holiday recipe swap

Holiday “Ugly
Sweater” contest

Holiday
door/cubicle/nurse
station decorating
contest-following
safety guidelines

Zoom games or
virtual scavenger
hunts

Holiday movie
screenings with
watch parties

Virtual
baking/cooking
activities hosted by
manager/team
member

Virtual karaoke



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