



Employee Appreciation Guidelines & Year-End Activities

Heather Hoover & Dan Henroid

Updated Guidelines

For Employee Appreciation Events & Activities

The SET established updated guidelines for employee events/activities

1. Restricted amount not to exceed \$30/person
2. This is an all-inclusive amount for food, beverages, service/rental fees, etc. AND gifts
3. This updated guideline will be in place until further notice

Reminder

Year-round policies & guidelines

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

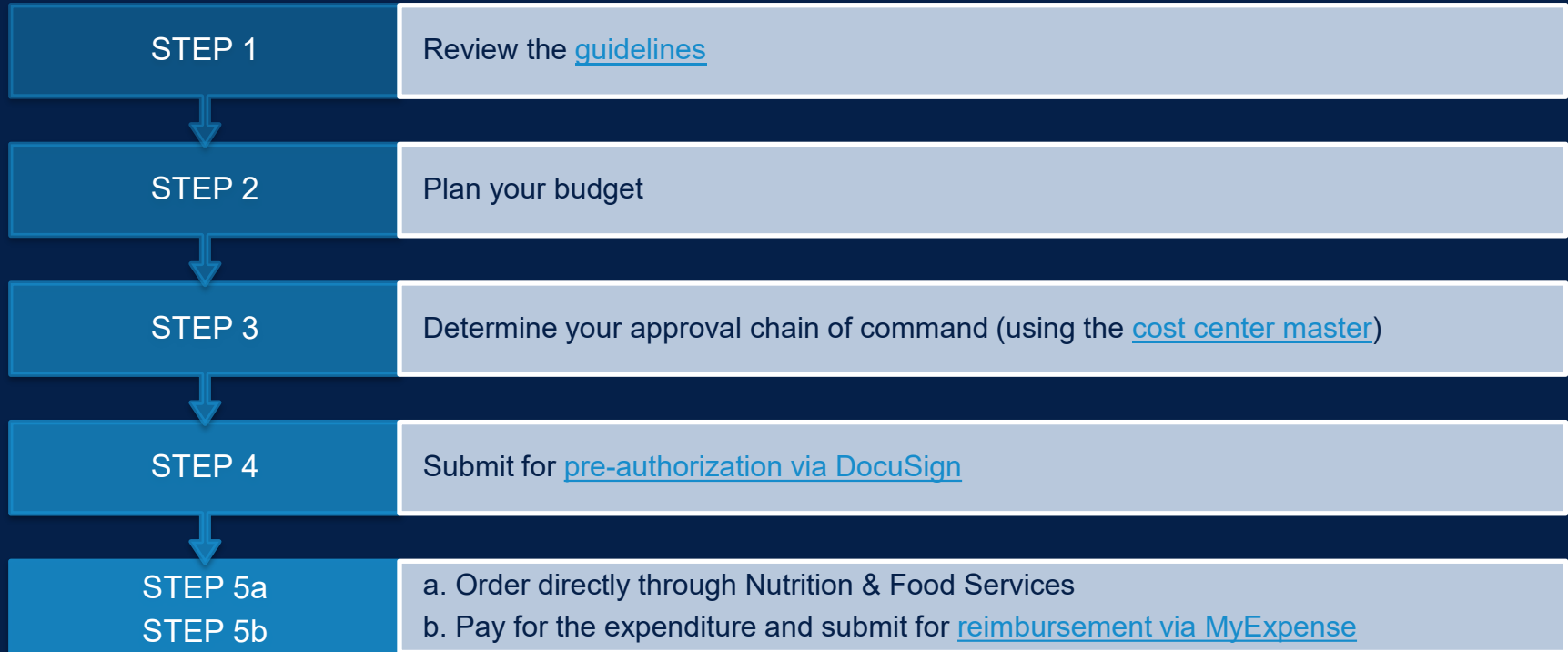
It is our responsibility as leaders to ensure we are familiar with these policies and enforce them

For more information, visit healthrecognition.ucsf.edu/guidelines

For questions, contact Peggy Johnson (peggy.johnson@ucsf.edu)

Pre-Authorization and Reimbursement Process

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





Ways to Celebrate Year-End Employee Appreciation

Ideas for Year-End Recognition Events/Activities



Consider your team & what they would prefer



Suggest that departments either provide a gift OR a meal



Get creative, there are many ways you can make the most of the per person limit

Year-End Appreciation Ideas



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

Nutrition & Food Services

Other appreciation ideas



Staff appreciation packages – Contact Moffitt Catering for options



Physical Gift Cards are available – See info at nutrition.ucsf.edu/special-programs Limited inventory so order ASAP



- Gift shop vouchers for UCSF Health Swag
- Dining Dollars for UCSF Health

Thanksgiving Meals

- Mostly the same as prior years.
- Departments order vouchers for a complimentary meal. Notice will go out this week to start on October 31.
- Lunch or dinner on Thanksgiving or breakfast the following day at Moffitt Café (Parnassus), Shorenstein Family Café (Mission Bay), Mount Zion Café (lunch and breakfast only)
 - Box meals will be delivered for Mount Zion dinner.

Staff Appreciation Holiday Breakfasts

Parnassus Heights
Moffitt Café

Thursday, December 7 | 6:30–10:30 AM

Mount Zion
Mount Zion Café

Friday, December 8 | 7:00–9:30 AM

BCH Oakland (TBD)
Redwood Café

Monday, December 11 | 6:30–9:30 AM

Mission Bay
Oberndorf Auditorium

Tuesday, December 12 | 6:30–10:30 AM

Other UCSF Health Sites

Will deliver to other sites as usual



healthrecognition.ucsf.edu/guidelines

healthrecognition@ucsf.edu