

**BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE****GUIDELINES FOR RECOGNITION OF EMPLOYEES, SOCIAL EVENTS AND GIFT SOLICITATION**

**Date approved by cabinet: February 6, 2023**

**Effective date: March 13, 2023**

**Expiration date (5 years from effective date if not renewed): March 13, 2028**

**Section 1. Purpose**

- 1.1. BridgeValley Community and Technical College (College) adheres to state policy and the West Virginia Ethics Commission guidelines regarding the recognition of employees, hosting of social events, and gift solicitation.

**Section 2. Regulations**

- 2.1. To comply with state policy and the West Virginia Ethics Commission, the following guidelines are in effect:
  - 2.1.1. Events to Recognize Employees: Receptions or other events are typically held to honor employees who retire from the college. In some instances, units choose to recognize individuals who have many years of service but are departing prior to retirement or choose to host events for employees who are getting married or having children. In planning any event to recognize an employee, the following guidelines apply:
    - 2.1.1.a. The Office of the President shall plan all retirement events in coordination with the appropriate unit of the college.
    - 2.1.1.b. Other recognition events may be hosted by the appropriate unit or constituent group (e.g., Faculty Senate, Classified Staff) under the following guidelines:
      - 2.1.1.b.1. Ensure coordination of the event by consultation with the President's Office and Facilities Office.
      - 2.1.1.b.2. Plan the event during the lunch hour break or after work hours per state policy.
      - 2.1.1.b.3. Place the event on the College master calendar.
      - 2.1.1.b.4. Reserve appropriate facilities and technology through the HelpDesk ticket system.

- 2.1.2. College Social Events: All social events (e.g., ribbon-cuttings, concerts, dances, foundation activities) planned to promote the College to external constituents must first be approved by the Office of the President. After approval, the coordinator must meet with the Marketing Director for assistance in promotional pieces and follow the above guidelines throughout the planning process.
- 2.1.3. Gift Solicitation: No employee can be required to make contributions for any gift.
- 2.1.4. Funding: The expenditure of public funds for events to recognize employees may be used if the College expends no more than a total of \$25.00 per employee per fiscal year. This amount may be allocated between one or more events or activities which are held to recognize employees and promote employee morale, and it may be used to purchase light refreshments, meals or mementos of appreciation. The President or governing body must determine whether any such expenditure is consistent with fiscal responsibility and whether funds are authorized for this purpose.