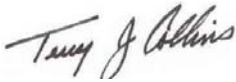


STATE OF OHIO



DEPARTMENT OF REHABILITATION AND CORRECTION

SUBJECT: Employee Activity Funds	PAGE <u>1</u> OF <u>7</u> NUMBER: 22-BUS-03
RULE/CODE REFERENCE: 5120-5-11	SUPERSEDES: 22-BUS-03 dated 07/24/00
RELATED ACA STANDARDS:	EFFECTIVE DATE: February 8, 2008
RELATED AUDIT STANDARDS:	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

This policy establishes an ordered approach for approving and scheduling employee fundraisers for charitable and other worthwhile causes. It also authorizes a process for the employees of the DRC to utilize the vending machine commissions.

III. APPLICABILITY

This policy applies to all persons employed by the Ohio Department of Rehabilitation and Correction.

IV. DEFINITIONS

None

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to allow each institution, Adult Parole Authority (APA) Regional Office and Central Office to maintain an employee vending commission fund. Deposits to the fund may be from vending commissions received from the use of vending machines designated solely for use by employees, and/or from approved employee fundraising activities. The money in the fund shall be utilized for the benefit, welfare, morale and productivity for employees or for the designated purposes for which it was raised. A joint labor management committee shall be formed and charged with developing recommendations for the utilization of all non-designated funds. That committee shall also develop recommendations to the Director, Warden, APA Regional Administrator or designee for guidelines for all employee fundraising activities.

VI. PROCEDURES

A. COMMITTEE COMPOSITION, AUTHORITY AND RESPONSIBILITY

1. The joint labor/management committee to oversee employee activity funds shall be comprised of an equal number of labor (inclusive of all represented unions at the local

site) and management representatives. The managing officer shall appoint the management representatives including designation of a co-chair. The management co-chair shall request that the applicable unions appoint representation to the committee. The labor representatives to the committee shall select a co-chair.

2. The joint labor/management committee shall develop a set of recommended guidelines governing the nature and frequency of employee fundraising activities for review and approval by the Director, Warden or APA Regional Administrator or their designee.
3. Requests for authorization to conduct fundraisers in compliance with the established guidelines must be approved by the Director, Warden or APA Regional Administrator or designee and forwarded to the joint committee, which shall coordinate all employees fundraising activity.
4. Any employee may submit spending proposals for the committee's consideration. The committee shall develop an annual plan of expenditures from the fund based upon projected revenues and spending priorities developed by the committee in the sample format provided as an attachment to this policy (Attachment One). At the beginning of each fiscal year, the plan shall be sent to the Director, appropriate Regional Director or APA Superintendent or their designee for review and approval and then forwarded to the Chief of the Division of Business Administration (DBA). The DBA Chief or designee shall review and provide final approval of the plan. The original signed version of the plan will be returned to the institution, APA Regional Office or Central Office designee and a copy will be maintained on file in DBA. The institution, APA or Central Office staff shall not obligate any such funds without a plan approved by the DBA Chief or designee.

Modifications to the approved plan shall follow the same procedure as the original plan.

B. FUND INCOME

1. All profits from the vending commissions and proceeds from employee fund raising activities shall be deposited into the fund and be available for disbursement in accordance with the provisions of this policy.
2. All fundraising activity must be in compliance with the charitable and fundraising activities policy issued by the Governor's Office.
3. With the approval of the Director, Regional Director, APA Regional Administrator or their designee, the committee may designate a schedule of "dress down" days, e.g. Fridays, with a nominal cost to each employee who chooses to participate. Proceeds collected from "dress down" days shall be deposited in the employee vending account for utilization according to the approved spending plan with the following exceptions.
 - a. The Director, Warden, APA Regional Administrator or their designee may designate the proceeds from certain "dress down" days will be utilized to support charitable campaigns.

- b. The employees shall be notified in advance when the proceeds from any individual “dress down” day is designated for a specific purpose. All other fund raising events shall clearly identify the intended beneficiary.
4. All funds collected shall be accounted for by the employee/s designated for collection purposes on a form in the sample format provided as an attachment to this policy (Attachment Two) and submitted to the cashier or designated revenue contact person within 5 working days for all local site collections and 10 working days for all statewide collections after the fundraising activity (i.e. dress down day/week). All funds shall be handled in accordance with DRC policy 24-CAS-03 Control and Security of Cash, Checks and Other Funds.
5. All funds received for specific purposes such as, but not limited to, combined charitable campaign and operation feed, shall be shown in a subsidiary account of the employee activity fund for such specific purpose and must be reflected in the total balance of the employee activity fund.

C. FUND DISBURSEMENTS

1. Where money collected for specific fundraising activities has been deposited in the employee activity fund, it shall be released to the sponsoring party for its intended use.
2. All disbursements from the employee activity fund shall be used for purchases that provide for the benefit, welfare, morale and productivity for employees and in accordance with the approved plan.
3. The committee and managing officer shall document approval of all disbursements via signature on a form in the sample format provided as an attachment to this policy (Attachment Three).
4. All disbursements shall follow state purchasing guidelines.
5. The purchase of door prizes for events such as holiday parties must provide eligibility to win for all employees without an attendance requirement. The cost of door prizes and other gifts for employees may not exceed twenty dollars per gift.
6. All disbursements for employee awards shall follow Office of Budget and Management guidelines on taxable awards as stated in the State of Ohio Financials Process Manual. The cost of awards can exceed twenty dollars.
7. All expenditures in excess of five hundred dollars require a Request for Approval (DRC 1229) signed by the DBA Chief or designee.

Related Department Forms:

Request for Approval DRC1229

ATTACHMENT ONE

TO: Chief, Division of Business Administration
Office of Administration

Director/Regional Director/APA Superintendent
(Office/Institution)

FROM: Joint Labor Management Committee – (Institution Name/APA Region/Central Office)

THROUGH: (Warden/APA Regional Director/Deputy Director)

DATE: (Date)

SUBJECT: Budget Plan for FY (year) - Employee Activity Fund/Vending Commission

The attached employee activity fund plan of expenditures is being submitted in accordance with Administrative Rule 5120-5-11 and is approved by the following:

Union

Management

Union

Management

Union

Management

Appointing Authority

ATTACHMENT ONE (CONTINUED)

Budget Plan for FY (year) - Employee Activity Fund

	Estimated Beginning Balance	\$ _____
PROJECTED REVENUE	<u>Vending Commissions</u> (average annual revenue)	\$ _____
	Fund Raising Activities: (list activities) i.e. Jean Day	\$ _____
	i.e. Donut Sale	\$ _____
	Estimated Total Revenue	\$ _____
PROJECTED DISBURSEMENTS	<u>Employee Recognition Banquet:</u> (list disbursements)	\$ _____
	<u>Employee Week Activities</u> (list disbursements)	\$ _____
	<u>Employee Holiday Party</u> (list disbursements)	\$ _____
	Estimated Total Disbursements	\$ _____
	Estimated Ending Balance	\$ _____

Approved By:

Regional Director/APA Superintendent/Deputy Director

Date

Chief, Division of Business Administration

Date

ATTACHMENT THREE

**EMPLOYEE ACTIVITY COMMITTEE
REQUEST TO PURCHASE AND RELEASE OF FUNDS**

**THE EMPLOYEE ACTIVITY COMMITTEE IS REQUESTING TO PURCHASE
SUPPLIES/EQUIPMENT/SERVICES FOR \$_____.**

VENDOR NAME _____.

EVENT (DATE, TIME, LOCATION): _____.

_____.

_____.

WHAT IS BEING PURCHASED: _____.

_____.

_____.

**THE FOLLOWING LABOR AND MANAGEMENT REPRESENTATIVES AND APPOINTING
AUTHORITY APPROVE THE STATED REQUEST.**

UNION

MANAGEMENT

UNION

MANAGEMENT

UNION

MANAGEMENT

APPOINTING AUTHORITY

Note: Insert signature lines to meet needs of labor-management committee at local site.