



ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES Policy No. 801: EMPLOYEES ACTIVITIES FUND AND COUNCIL

A. Purpose

1. The Employees Council provides the services described below to the employees of the City of Kettering.
2. The Employees Activities Fund is a non-profit fund to be used by City of Kettering employees to finance social and/or charitable activities, as planned by the Employees Council. The Employees Council exercises overall management and supervision of the Activities Fund. Representation on the Employees Council will be by Department.
3. New Employees Council appointments or selections will be effective in January of each year. The new Employees Council will be convened at the call of the Council Secretary, who will serve as temporary President until the election of a new President.
4. Employees Council members are to be allowed reasonable time off from work, without loss in pay, to participate in the organization of the Council's activities.

B. Source of Funds

1. All monies accruing to the City of Kettering or to its employees through the operation of designated vending machines on City property will be deposited to the account of the Kettering Employees Activities Fund.

C. Usage of Funds

1. Resources of the Kettering Employees Activities Fund will be limited to uses specified in this Policy.
2. The use of these resources as contingency funds for official City functions is specifically prohibited.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

11/3/2022
Date

Mark Schwieterman
Mark Schwieterman
City Manager

Issued:

11.3.2022
Date

Jenny Smith
Jenny Smith
Director of Human Resources