

ALAMO COLLEGES POLICY HIGHLIGHTS

HIGHLIGHT #2

POLICY C.2.10/PROCEDURE C.2.10.1: Official Functions

This policy and procedure include acts of courtesy and morale builders, from refreshments at development activities to recognition awards and retirement parties.

Take a look at the policy and procedure (use the links above), and then see if you know the answers to these questions:

1. **True or False: As of Spring 2010, the Alamo Colleges will not pay for refreshments at Employee Development activities, but may provide them for sale to employees at a reduced price.**

THE CORRECT ANSWER IS: FALSE The policy/procedure confirm that the current practice of providing refreshments and/or lunch to employees (free of charge) is appropriate for professional development activities.

2. **True or False: Employees should pay for approved meals for advisory committee meetings with their own credit card or cash, and then present the receipts for reimbursement after the meeting.**

THE CORRECT ANSWER IS: FALSE Do not use your own funds for this expense, because in some cases reimbursement could be added to your W2 form as taxable income (this is an IRS rule). The approved expenses should be charged directly to the Alamo Colleges (purchase order, P-card, prepayment, etc.). Check with Accounts Payable or Acquisitions to find out which payment method is appropriate for your activity.

3. **True or False: It's okay for a college President to hold a lunch meeting to talk about Alamo Colleges business, as long as Alamo Colleges business is discussed.**

THE CORRECT ANSWER IS: TRUE Meals/refreshments are allowed at meetings held by the Chancellor, a Vice Chancellor, or a college President where Alamo Colleges business is discussed, and the purpose of the meeting is to discuss such business.

4. **True or False: The policy provides for retirees to receive a congratulatory email upon their retirement.**

THE CORRECT ANSWER IS: FALSE Retirees will be honored at a retirement recognition event held each year for all employees who have retired during the previous year.

Be sure to take a look at the entire policy and procedure using the links above. If you have other questions contact Eddie Cruz at 485-0057 or Carol Riley at 485-0063.