

Purpose:

- 1 To establish equitable and financially responsible practices for providing beverages to staff.

Policy Statement(s):

- 2 Staff provide their own beverages.
- 3 Departments may provide coffee through a 100% staff paid coffee fund.
(1) Management of the coffee fund is up to staff and may include cash collections, payroll deductions, or other methods with minimal impact on staff time.
- 4 Departments may provide beverages for meetings.

Definitions:

- 5 Beverages: Includes pop, juice, tea, and coffee but does not include bottled water.
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Scope/Application:

- 1 This policy applies to all staff.

Authority/Responsibility to Implement:

- 1 City Manager (or delegate)

Inquiries/Contact Person:

- 1 City Manager (or delegate)

Policy Monitoring and Evaluation

- 1 This policy will be reviewed every three years with revisions made as required.

Document History:

Date:	Approved/Reviewed By:	Title:
Approved: August 1, 2012	"Craig Curtis"	City Manger
Revised: October 30, 2012	"Craig Curtis"	City Manger

Administrative Revisions:

Date:	Description:
April 27, 2017	Reworded several points to align the language with current standards and practice.