

City Manager's Office
Administrative Order No: 026
Issued: 10/04
Revised: 07/19



Approved by Garrett Evans
City Manager

Subject: New Employee Welcome

Purpose: This policy outlines a new employee recognition program by authorizing the employee's supervisor and co-workers to host the employee at lunch (or dinner).

Policy: It is the City policy that a new employee should be taken out for a City-paid meal during the employee's first week of employment. The supervisor is authorized to "host" one meal and the employee's co-workers are authorized to "host" one meal.

Procedures:

1. For most employees, the City-paid meals will be lunches. Dinner is authorized if the City-provided meal period encompasses dinner and not lunch (such as, a new Police Officer).
2. The City will pay for the two meals:
 - a. Meal between the employee and his/her direct supervisor; maximum City payment of \$28.
 - b. A meal between the employee and his/her coworkers; maximum City payment of \$70. "Coworkers" means those employees assigned to the same work unit.
3. The new employee's individual department is fully responsible for the cost of the meals.
4. New Employee Welcome meals shall be with restaurants in Pittsburg.