

Village of Bloomingdale Administrative Policy

Title: Employee & Public Relations

Chapter: Events & Outings

Policy Number: 6.3

Creation Date: October 22, 2012

Issued By: Village Administrator

Approved By: Village Board

Last Revised:

I. Purpose

It is in the best interest of the Village for employees and elected officials to support community and professional organizations by representing the Village through attendance at various community and organizational events and outings.

II. Definition

- A. Employee includes all current regular full or part-time employees of the Village.
- B. Elected Official includes the Village President, Clerk, and Trustees.

III. Type of Event/Outing

A. Outings

1. Employees: Unless otherwise provided for in the annual budget, the Village does not pay the registration fee for outings (golf or otherwise) sponsored by community and professional organizations, however, the Village permits employees to attend an outing when said employee serves as a liaison to, or is a member of the host organization (i.e. the Bloomingdale Chamber of Commerce, IRMA, ILCMA, APWA, DMMC and DuPage Chiefs, etc); provided that no more than sixteen (16) hours of the normal work schedule be used for this type of outing per year. Employees are not precluded from participating in community and organizational activities and outings at their own cost and on their own time. Employee participation is considered voluntary in such outings, and such time shall not be considered as time worked for overtime purposes.

Village of Bloomingdale Administrative Policy

2. Elected Officials: Unless otherwise provided for in the annual budget, the Village does not pay the registration fee for outings (golf or otherwise) sponsored by community and professional organizations. Nothing in this policy, however, precludes elected officials from attending any outing at their convenience and at their own cost.

B. Luncheon & Dinner Meetings

1. Employees: The Village will pay for an employee who serves as the liaison to, or who is a member of the host organization (i.e. Bloomingdale Chamber of Commerce, DMMC, IRMA, ILCMA, APWA, DuPage Chiefs, etc.), to attend a luncheon or dinner meeting. The Village does not pay for a spouse or guest attendance at a luncheon meeting. Depending on interest, cost of the dinner, and available funding, the Village may pay for a spouse or guest to attend a dinner meeting on a per function basis. The amount paid by the Village is to be reasonable and customary for this type of event within overall budgetary constraints.
2. Elected Officials: The Village will pay for elected officials to attend a luncheon or dinner meeting hosted by an organization to which they are collectively affiliated (Bloomingdale Chamber of Commerce, DMMC, etc.). The Village does not pay for a spouse or guest attendance at a luncheon meeting. Depending on interest, cost of the dinner, and available funding, the Village may pay for a spouse or guest to attend a dinner meeting on a per function basis. The amount paid by the Village is to be reasonable and customary for this type of event within overall budgetary constraints.

IV. Purchasing Guideline

- A. In order that the appropriate reservations and payment arrangements are made, elected officials attendance at a luncheon, dinner or outing should be coordinated through the Village Administrator's office.
- B. This policy does not remove the discretion of the Village Administrator to deviate from the policy based on circumstances.