SUBJECT: SOCIAL FUNCTIONS POLICY

PURPOSE: To provide uniform guidelines for conducting social functions during business hours and on MDHS premises.

ACTION:
1. Division, Regional and County Directors shall ensure that a copy of this cover and attached policy are distributed to the appropriate staff.
2. Division, Regional and County Directors shall ensure that all staff adhere to the policy and guidelines contained herein.

APPLICATION: This policy is applicable to all employees of the Mississippi Department of Human Services.

DUPLICATION: This policy may be duplicated as needed.

CONTACT: Director, Division of Human Resources

EXCEPTIONS: None

EFFECT ON OTHER DIRECTIVES Policies previously utilized concerning social functions are hereby superseded.

Distribution:
MDHS Deputy Administrators
MDHS Division Directors
MDHS Regional Directors
MDHS County Directors
MDHS Area Social Work Supervisors
MDHS County Child Support Supervisors
MDHS Youth Services Campus Administrators

Date: January 25, 2002

Executive Director
MISSISSIPPI DEPARTMENT OF HUMAN SERVICES

SOCIAL FUNCTIONS POLICY

♦ Retirement receptions and holiday luncheons shall be limited to 90 minutes in duration.

♦ Retirement receptions may be held from 11:00 a.m. to 12:30 p.m. or from 3:00 p.m. to 4:30 p.m.

♦ Holiday luncheons may be held between 11:00 a.m. to 1:00 p.m., but may not exceed 90 minutes in duration.

♦ Other functions including but not limited to baby showers, weddings showers, social gatherings, adoption celebrations, and parties honoring employees departing, but not retiring, may be held for no longer than 60 minutes during the hours of 11:00 a.m. and 1:00 p.m. generally designated for lunch breaks.

This policy is designed to enhance the workplace environment by recognizing deserving personnel with an appropriate ceremony, and encourage social functions and holiday festivities that serve to build a united cooperative team environment.