

CITY OF COOPER CITY
HUMAN RESOURCES DEPARTMENT



GIFT CARD POLICY
#02-017

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL		
This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this operating procedure.		
Revision	Date	Description of Change
1		Initial release

APPROVALS

Human Resources Director

Date

City Commission

Date



City of Cooper City City Policies and Procedures

SUBJECT	Gift Card Policy
POLICY #	02-017
City Commission Approval	

Purpose:

Gift Cards are a versatile and appreciated way to recognize the hard work of non-employees, volunteers, interns, and other unpaid program participants as well as a token of appreciation to reward employees for their extraordinary efforts and contributions to the City. By incorporating gift cards as a personnel policy, the City would foster a positive and rewarding environment that encourages ongoing support and dedication.

Policy:

The maximum financial impact of issuing gift cards on an annual basis to the City would be \$10,000. No single recipient may receive gift cards within a fiscal year in an aggregate amount in excess of \$350. Individual gift cards to employees may not have a face value of more than \$75.