3-05/080.86 - Employee Maintained Funds

Division, bureau, station, and unit funds (e.g., station funds), and athletic or employee event funds (e.g. holiday parties) maintained by employees for their own purposes shall conform to basic standards.

General rules applicable to such funds are:

- Individual participation in employee funds shall be entirely voluntary;
- Employee funds shall not be intermingled with any Department or County monies;
- Surplus money from any employee fund should be used to benefit those employees contributing to the fund; and
- Funds may also be used for any purpose which benefits unit members, or the Department as a whole, and as approved by unit commanders.

Employee-maintained funds are established for the morale and welfare of the employees. Use of employee-maintained funds for the following is prohibited:

- Station or unit supply items; any items which should be properly funded from the unit's Services and Supplies Account;
- Maintenance of Department equipment; and/or
- Loans/salary advances to employees.

Unit commanders are responsible for employee-maintained funds and administration of these funds shall be handled in accordance with MPP sections 3-05/080.86, Employee-Maintained Funds, 3-05/090.05, Banking Procedure, 3-05/090.10, Method of Collection, 3-05/090.15, Responsibility, or their successor sections.