



City of Pittsburgh
Operating Policies

Policy: Employee Social Events and Team Building Meetings	Original Date: 8/2014

PURPOSE: To regulate employee social events and team-building activities during departmental core working hours.

POLICY STATEMENT: Social events and team-building exercises are important elements in creating a positive work culture. Productivity is increased, absenteeism is decreased and overall employee morale is improved. Directors have discretion in planning these departmental events but must be mindful of current City HR Policies including the requirements for a full-time work day.

PROCEEDURES:

- 1) Departmental social events including team-building events, which happen during departmental core working hours, shall be limited to no more than four (4) events per year.
- 2) Events shall be planned and held during lunch breaks or at the end of the work day when possible to not disrupt the regular course of business of each department. Employees shall not be paid for planning or attending social events.
- 3) Adequate employee coverage must be maintained at all times within each department during normal work hours.
- 4) Events shall be funded by employee contribution and not by department budgeted dollars.
- 5) Alcoholic beverages shall not be served at City-sponsored events and City work sites.