

**Purpose:**

- 1 To establish equitable and financially responsible practices for providing beverages to staff.

**Policy Statement(s):**

- 2 Staff provide their own beverages.
- 3 Departments may provide coffee through a 100% staff paid coffee fund.  
(1) Management of the coffee fund is up to staff and may include cash collections, payroll deductions, or other methods with minimal impact on staff time.
- 4 Departments may provide beverages for meetings.

**Definitions:**

- 5 Beverages: Includes pop, juice, tea, and coffee but does not include bottled water.
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**Scope/Application:**

- 1 This policy applies to all staff.

**Authority/Responsibility to Implement:**

- 1 City Manager (or delegate)

**Inquiries/Contact Person:**

- 1 City Manager (or delegate)

**Policy Monitoring and Evaluation**

- 1 This policy will be reviewed every three years with revisions made as required.

**Document History:**

<b>Date:</b>	<b>Approved/Reviewed By:</b>	<b>Title:</b>
Approved: August 1, 2012	"Craig Curtis"	City Manger
Revised: October 30, 2012	"Craig Curtis"	City Manger
Reviewed: December 7, 2023	"Tara Lodewyk"	City Manager

**Administrative Revisions:**

<b>Date:</b>	<b>Description:</b>
April 27, 2017	Reworded several points to align the language with current standards and practice.