



NEW YORK STATE
Unified Court System

OFFICE OF COURT ADMINISTRATION

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DFM Bulletin

Number 1704

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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Employee Recognition/Longevity Award Program Expenses

****The provisions contained herein supersede those contained in Budget Bulletin number 359, dated May 17, 2005.***

The purpose of this bulletin is to establish guidelines for the expenditure of State funds associated with the administration of employee recognition and/or longevity award programs in the Unified Court System. Such programs include, but are not limited to, local court and agency “employee of the month” initiatives, longevity service awards, OCA Employee Recognition Program awards, employee retirement affairs and other local and statewide programs, the primary purpose of which is to acknowledge exemplary and/or long term service to the State.

Plaques and Other Commemorative Awards

UCS judges, justices and nonjudicial employees receiving recognition awards are prohibited from receiving cash compensation, gift certificates, savings bonds or items of similar nature, regardless of value. Awards must be limited to tangible personal property, such as a plaque, trophy or other commemorative. The cost of each such award to be charged to State funds shall not exceed \$150 per award recipient. All such expenditures must be approved in advance by the appropriate administrative authority (i.e. the appropriate District Administrative Judge, the Clerk of the Court of Appeals, the Presiding Judge of the Appellate Division and for OCA, the Executive Director or Chief of Operations).

Reception, Luncheon or Dinner Expenses

In addition, or as an alternative to any commemorative that may be issued to the employee, luncheon and related costs not to exceed \$150 in total for all participants, or

dinner and related expenses not to exceed \$300 in total for all participants, may be expended where reasonable and justified. These maximums are intended to cover all related costs, including reception food and beverage costs and/or meal expenses for the honored employee, his or her immediate family members and appropriate agency officials. Regional meal allowances as contained in Chapters 1.071.1 and 2.030 of Part VI of the Financial Planning & Control Manual should be used as a guide to determine reasonableness. All such expenditures must be approved in advance by the appropriate administrative authority as indicated above.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for the processing of, or the monitoring of internal controls relating to, payments for employee recognition award programs.

NYS UNIFIED COURT SYSTEM
FOR ADMINISTRATIVE
PURPOSES ONLY


Maureen H. McAlary