

MUSEUM POLICY ON STAFF SOCIAL EVENTS

The only recurring staff social events that are sponsored or authorized by the Museum are the annual Tiffany birthday lunch and occasional retirement lunches. Any other staff social event at the Museum must be specifically authorized by the director and if approved, carried out within the conditions the Museum provides.

Staff wishing to organize an off-site lunch may, of course, do so; however, no invitations or arrangements may be made on Museum property or on Museum time unless every member of the staff is invited, the director is informed in advance, and the director authorizes the activities to be carried out on Museum property and/or during working hours.

If any staff member believes another staff social event is advisable, the director should be informed so this possibility can be considered and any guidance that the Museum feels appropriate can be provided.

Staff solicitation of funds for gifts for staff members or for any other purpose is not permitted on Museum property or on Museum time without Museum authorization.

If any staff member believes a staff gift (including flowers) is appropriate, the director should be informed so this possibility can be considered and any guidance that the Museum feels appropriate can be provided.

Approved
6 February, 2004