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To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] PCBO Notice: EEP Recognition Guidelines and Virtual Employees only Event Information
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Attachments: [image002.png](#)
[ATT00001.txt](#)



Partners in Campus Business Operations

EEP Recognition and Employee Virtual Event Guidelines

On behalf of Finance and Administrative Services:

Please see below for Early Exit Program Recognition Guidelines and the disallowance of hospitality for virtual employee meetings or recognition.

Early Exit Program Recognition Guidelines:

1. Individual/department events, parties, meals, etc. are not permissible with University funds (meaning, no state or auxiliary funds).
2. Stay tuned for a university-wide campus hosted recognition.
3. Employees participating the EEP program may be recognized for their exceptional service over 5 years, in accordance with hospitality policy and a value of \$50 or under. As a reminder, cash or cash equivalents, regardless of amount, are taxable to employees at a rate of 36.25%, which will be deducted from their payroll. Promotional Items under \$50 are not taxable to employees.

Virtual Events for Employees Only - Hospitality:

Hospitality for virtual employee only meetings or recognition events will no longer be allowable as of November 1st.

If you have a signed Adobe hospitality form with a time stamp of prior to today, October 27, 2021, the hospitality will be allowed.