

ARIZONA STATE LAND DEPARTMENT LAND EMPLOYEE RECOGNITION PROGRAM

PURPOSE

The purpose of this policy is to establish guidelines in the Arizona State Land Department (ASLD) for management of the Land Employee Recognition Program (LERP).

AUTHORITY

A.R.S. § 41-709	Gifts and donations for employee recognition
A.R.S. § 35-149	Disposition of private funds; contributions and suspense funds; exception
A.R.S. § 35-301	Duties and liabilities of custodian of public monies; violation; classification
A.R.S. § 35-302	Public money defined

PROCEDURE

In accordance with A.R.S. § 35-149, every State agency must document the following information pertaining to any private funds or contributions received:

1. The source of the funds;
2. The terms and conditions under which and the purpose for which the funds were received;
3. The names of the trustees or administrators of the funds or contributions; and
4. The name of the person authorized to approve expenditures from each fund.

The Arizona State Land Department LERP activities shall be coordinated at the Department level. The awards may include, but are not limited to; on-the-spot "You Make a Difference" Awards and Years of Service Awards. The Director of the Administration Division will coordinate LERP activities.

Records of account transactions will be maintained by the Accounting Section. Fund cash flow reports will be submitted to the State Land Commissioner and the Administration Director monthly.

PROGRAM

The LERP program will be administered under the direction of the ASLD Commissioner to include all fund raising activities and events.

FUNDS

The ASLD LERP shall be funded by the proceeds from department fund raising activities and unsolicited restricted donations.

Coordinating with LERP volunteers, the ASLD Commissioner will conduct fund raising activities within the Department. Activities may include, but are not limited to; bake sales, silent auctions, etc. Employees are not required to take part in any LERP activities.

ALSD will also accept unsolicited restricted donations into the Employee Recognition Fund. Due to the nature of ASLD operations, donations will only be accepted under certain circumstances:

1. The donor must complete a Donor Intent Form located on the ASLD website (Exhibit A).
2. The Donor Intent Form must be mailed specifically to the Human Resources Department and received via a mail carrier. Donations will not be accepted by any other method of conveyance.

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3. The donor cannot have any current 'leases' or pending applications with ASLD. This will be verified by the Manager of T&C.
4. Each donation will be reviewed and certified by two trustees of the fund.
5. Upon Human Resource receipt, T&C verification, and trustee certification; the Accounting Section will deposit the funds into the Employee Recognition Fund.

TERMS AND CONDITIONS OF FUNDS

By participating in any fund raising activity, employees acknowledge that proceeds are to be deposited into the Employee Recognition Fund.

The Donor Intent Form will state that all donations are final and non-refundable as well as specifically and solely for the use of ASLD employee recognitions activities.

CONFLICT OF INTEREST

A.R.S § 38-503, and all of Title 38 Chapter 3 Article 8, shall be closely adhered to due to the nature of ASLD operations. To avoid potential issues, ASLD shall not accept donations from any entity doing business with or applying to do business with the Department. This will be verified by the Manager of T&C prior to depositing donated funds.

DONOR INTENT FORM – Exhibit A

A link to the Donor Intent Form as well as mailing instructions will be available on the ASLD website, <https://www.azland.gov>. Donations will only be accepted via mail and with a fully completed Donor Intent Form. The donor must provide a printed name, confirmation of donation amount, and signature. The donor must also initial acknowledgment of two statements related to conflict of interest.

Completed Donor Intent Forms will be transmitted to Human Resources to be received and logged for tracking purposes. Upon receiving the donation and intent, T&C will verify there is no conflict of interest. After indicated by the Manager of T&C, two trustees will review and certify the donation for deposit. After trustee certification, the funds will be deposited in the ASLD Employee Recognition Fund.

TRUSTEES

The trustees ASLD Employee Recognition Fund shall be:

1. The Deputy Commissioner
2. The Director of the Information Systems and Resource Analysis Division
3. The Budget and Procurement Manager

If any of the positions are vacant, alternate positions will fill in until the positions have been hired for. The alternates shall be:

1. The Appraisal Section Manager
2. The Legislative Policy Administrator
3. A position to be named by the State Land Commissioner

EXPENDITURE AUTHORIZATION

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Expenditures from Employee Recognition Fund will be processed by the Accounting Section. All expenditures must be reviewed and certified by two trustees and then approved by the Administration Director.