

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

ALCOHOLIC BEVERAGES AND GRATUITIES

**SECTION 5.16
PAGE 1 OF 1**

1. It is the policy of the Sandusky County Board of Commissioners that alcoholic beverages will not be served at Sandusky County functions. County funds will not be expended for alcoholic beverages.
2. The Employer also prohibits the possession or use of alcoholic beverages in the workplace or working while under the influence of such substances.
3. Employees shall not use a County vehicle as a privately owned vehicle being used for County business to transport alcoholic beverages.
4. Employees shall not drink alcoholic beverages during their lunch break if they are scheduled to return to work following lunch.
5. Sandusky County employees will not be eligible for expense reimbursement for alcoholic beverages.
6. Sandusky County employees will not be eligible for expense reimbursement for tips or gratuities.
7. When a restaurant charges a gratuity for groups exceeding a certain number of customers, the amount and payment of which is not discretionary, a gratuity payment not to exceed fifteen percent (15%) of the cost of the meals will be a reimbursable expense.