

County Of San Diego
Health and Human Services Agency (HHSa)

SUBJECT: House Committees

NO: HHSa-M-1.3

PAGE: 1 of 2

DATE: November 27, 2023

REFERENCE: Health and Human Services Code of Conduct; State of California Department of Justice; Internal Revenue Service.

POLICY: To ensure all Health and Human Services Agency (HHSa) employees, temporary workers, and volunteers (staff) adhere to County, State and federal regulations, the following principles shall be adhered to in the operation of any employee House Committee:

- A. House Committees may be formed for the purposes of raising internal funds for holding employee engagement activities.
 - 1. Funds raised by House Committees may not be used for employee recognition events. Employee recognition events shall be approved and coordinated by site Director or Appointing Authority.
- B. Prior to establishing a House Committee, employees must obtain approval from the Director or Appointing Authority for program or site.
- C. Employees participating in House Committee activities may do so at the discretion of management. Participation shall not negatively impact work performance or productivity.
 - 1. Participation in the House Committee activities is strictly voluntary.
 - 2. Any participation in House Committee activities that falls outside of normal working hours will not be compensated.
- D. House Committee fundraising events shall be approved by Director or Appointing Authority for program or site.
 - 1. Due to State of California Department of Justice regulations (Penal Code 320.5), fundraising activities may not include raffles of any kind.
- E. Each House Committee formed shall prepare and maintain written operational procedures specific to said House Committee and which follows, at minimum, the policies herein, as well as related procedures (see below).
- F. House Committees shall be responsible for the appropriate safeguarding, accounting, and reconciliation of all funds raised and expended and shall prepare an annual report of fund accountability to be provided and approved by the Director or Appointing Authority at the end of each fiscal year.

RESPONSIBILITIES: House Committees shall establish and appoint oversight committee members who will be responsible for the fiscal and administrative management of the House Committee. House Committee oversight committee members shall be responsible for obtaining approval from Director or Appointing Authority for all House Committee activities, including all fundraising activities, proposed employee engagement activities, and expenditures.

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PROCEDURES: See related procedures and forms at www.cosdcompliance.org.

QUESTIONS/INFORMATION: Please contact HHSA Business Assurance and Compliance by email at Compliance.HHSA@SDCounty.ca.gov or by phone at (619) 237-8571.

Approved: 
Christy Carlson
Director
Business Assurance & Compliance