



## Ohio Administrative Code

### Rule 5120-5-11 Employee vending commission funds.

Effective: December 1, 2005

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(A) This rule provides guidelines for the employee activity fund for each institution and adult parole authority region under the jurisdiction of the department of rehabilitation and correction.

(B) Subject to the approval of the chief of the division of business administration, the managing officer may establish an employee activity fund based upon a recommendation from the institution's or adult parole authority's joint labor management committee. This fund will cover all approved transactions related to income from vending areas designated solely for use by employees and from employee fundraisers.

(C) All funds received for specific purposes such as, but not limited to, combined charitable campaign and operation feed, shall be shown in a subsidiary account of the employee activity fund for such specific purposes and must be reflected in the total balance of the employee activity fund.

(D) All disbursements from the employee activity fund shall be used for purchases that provide for the benefit, welfare, morale, and productivity for employees and shall follow state purchasing guidelines.

The joint labor management committee shall submit a plan of expenditures for approval by the warden or designee or adult parole authority regional administrator or designee. At the beginning of the fiscal year, the plan shall be sent to the appropriate regional deputy director or adult parole authority superintendent for review and then forwarded to the chief of the division of business administration. The chief of the division of business administration or designee shall then return to the warden or regional administrator final notification of approval. The institution or adult parole authority staff shall not obligate any such funds without a plan approved by the chief of the division of business administration or designee.

Modifications to the approved plan shall follow the same procedure as the original plan.



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Disbursements from this fund shall be made upon approval of the warden or adult parole authority regional administrator and the joint labor management committee. All expenditures in excess of five hundred dollars require a request for approval (DRC 1229) signed by the chief of the division of business administration or designee.