

CITY OF CORAL SPRINGS ADMINISTRATIVE POLICY MANUAL	
CHAPTER: 06 Human Resources	POLICY #: 06.11.15
SECTION: 11 Miscellaneous	OFFICE/DEPARTMENT: Human Resources
SUBJECT: 15 Lunch and Learn Seminars	EFFECTIVE DATE: 09/01/08
	CITY MANAGER: Michael S. Levinson
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PURPOSE

The City of Coral Springs desires to provide informal Lunch & Learn Seminars to its employees and volunteers on a variety of subjects, which may be of interest to them personally and/or professionally. The intention of Lunch & Learns is not to sponsor any of the activities, programs or services but simply to expose employees and/or volunteers to a variety of interesting topics, information or educational opportunities.

SCOPE

All lunch and learn programs will be made available to City employees, volunteers and their spouses.

POLICY

In order to ensure that the Lunch & Learn Seminars are appropriate for City employees, the following minimal requirements must be met:

- (1) Lunch & Learn Seminars shall not involve or address topics, which are political in nature.
- (2) Individuals who are speaking on a Lunch & Learn topic may be asked to provide documented proof or information that the presenter has a particular expertise, certification and/or experience qualifying them to discuss the proposed topic.
- (3) Pamphlets and other documents may be handed out at the seminar; however, nothing may be purchased or committed to by the employees at such seminar.
- (4) On all emails and other information where Lunch & Learn Seminars are offered, the following disclaimer must be provided: *The City of Coral Springs provides Lunch & Learn Seminars to its employees and volunteers for informational purposes only and does not in any way sponsor, promote or make any representations as to the products or*

services offered. Employees must make their own decisions as to whether or not they would like to attend the Lunch & Learn Seminar and whether or not they would like to make further decisions concerning the contents of services offered in the seminar.

- (5) Scheduled at discretion of Human Resources taking into account duplication of subject matter and timing of scheduled sessions.

RESPONSIBILITIES

External Organizations – Contact the Director of Human Resources (or designee) to provide topics and or materials to be considered for lunch and learn programs offered to City employees and volunteers. Provide evidence of credentials or qualifying expertise when requested.

Human Resources - Responsible for the selection and review of all lunch and learn topics. Evaluates the information received by external organizations to determine if their content/information is aligned with the interests of City employees and volunteers. Schedules external organizations for lunch and learn programs and oversees meeting logistics including internal communications to promote participation.

Employees - Forward suggestions for lunch and learn topics to the Director of Human Resources (or designee) for consideration. Must request approval from their manager/supervisor prior to attending lunch and learn presentations. If lunch and learn meetings exceed one hour in length, the employee needs to make arrangements with their supervisor to either use accrued time or flex hours for the additional time off..

APPROVAL

City Manager

Michael S. Levinson

Human Resources

Susan L. Grant