

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 07/16/12	NUMBER 02.04.106
	SUBJECT EMPLOYEE CLUBS	
SUPERSEDES 02.04.106 (07/31/00)		AUTHORITY MCL 791.203
PAGE 1 OF 2		

POLICY STATEMENT:

Employees may establish an employee club as set forth in this policy.

POLICY:

- A. An employee club may be established at a work site, comprised of employees at that work site, with the approval of the Warden in consultation with the appropriate Regional Prison Administrator (RPA), the Field Operations Administration (FOA) Deputy Director or designee, or, for Central Office, the Director. The club shall be required to submit a letter of application to the Warden, FOA Deputy Director, or the Director, as appropriate. The letter shall state the purposes and goals of the club and the general activities to be conducted.
- B. The Warden, FOA Deputy Director or designee, or Director, as appropriate, shall ensure the club's purpose, goals and activities do not conflict with the Department's mission or goals before approving the request. The Department is not responsible in any way for the operation of the club or its activities.
- C. Employee club business shall be conducted at times and places so as not to interfere with the regular work responsibilities of its members. Clubs may meet in available space at the work site as approved by the Warden, FOA Deputy Director or designee, or Director, as appropriate. Members shall not conduct club business on State time.
- D. Employee clubs may conduct fund-raising activities at the work site, including retail operations (e.g., vending machines, sales counters), with the approval of the Warden, FOA Deputy Director or designee, or Director, as appropriate. Employee clubs may not take over existing vending machine operations.
- E. At the close of each two-year fiscal period, each employee club shall prepare a bi-annual financial report consisting of all profit and loss statements and balance sheets, including outstanding bills, prepared during the two-year fiscal period. Within two months of the close of the two-year fiscal period, the financial report shall be audited, at the employee club's expense, by an independent certified public accountant to ensure the records are kept in accordance with generally accepted accounting principles. A copy of the financial report and the accountant's findings shall be forwarded within 30 days after receipt of the accountant's findings to the Warden, FOA Deputy Director or, for Central Office, the Deputy Director of Operations Support Administration or designee, as appropriate. The accountant or firm who conducted the audit shall be clearly identified.
- F. If it is determined that an employee club has not complied with the requirements set forth in this policy or is no longer operating in a manner consistent with the Department's mission or goals, the Warden in consultation with the appropriate RPA, the FOA Deputy Director or designee, or, for Central Office, the Director, as appropriate, shall determine if the club will be allowed to continue to operate and, if so, under what conditions.
- G. Under no circumstances shall the Department assume responsibility for lost, misappropriated or stolen employee club funds.

PROCEDURES

- H. Procedures are not required for this policy directive.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 07/16/12	NUMBER 02.04.106	PAGE 2 OF 2
-----------------------------------	----------------------------	---------------------	-------------

AUDIT ELEMENTS

- I. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED: DHH 07/02/12