

Wheatland County

Request for Decision

Regular Council Meeting

August 18, 2020

Report prepared by: Vinod Jasra



HR Policy 6.9.12 – Social Events and Long Service Recognition

Recommendation from Administration

That Council approve proposed changes to HR Policy 6.19.12 – Social Events and Long Service Recognition.

Chief Administrative Officer's Comments

N/A

Report

Division: County-wide

The Wheatland County Policy Committee is currently reviewing all internal County policies. As a part of this review, it was determined that current HR Policy 6.9.12 – Special Event Policy be renamed to HR Policy 6.9.12 – Social Events and Long Service Recognition. The policy has been updated to reflect current practises and procedures, as well as reformatted to the new policy structure. The policy now includes long service recognition and retirement amounts that will be given to employees after they have worked a given number of years at the County (5 years, 10 years, etc.).

Relevant Policies, Practices, and Legislation

- HR Policy 6.9.12 – Social Events and Long Service Recognition
- Safety Policy Section 10

Alignment with the Strategic Plan

The purpose of this policy is to promote, encourage, and strengthen interdepartmental relationships through team building and collaboration and to recognize and reward long service contributions made by employees to the County.

Response Options

- Option 1: THAT the proposed recommendation is accepted/approved.
- Option 2: THAT the proposed recommendation is not accepted/approved.
- Option 3: THAT an alternate recommendation is accepted/approved.

Implications of Recommendation

General

The policy will be updated to reflect current practises and procedures by the Social Committee.

Organizational

N/A

Financial

The budget will be increased to account for the long service and retirement awards that will occur on an annual basis. This amount will vary based on the number of employees that will hit the allotted milestones, as stated in the updated policy. The immediate annual cost of this policy being approved will be \$3,150 in 2020 and \$3,700 in 2021.

Environmental, Staff, and Public Safety

All safety policies and external laws must be followed at any Wheatland County hosted event.

Follow-up Action / Communications

If approved, the policy will be communicated to all staff via email.

Report Approval Details

Document Title:	2020 HR Policy 6.9.12 - Social Events and Long Service Recognition.docx
Attachments:	- HR Policy - 6.9.12 Social Events and Long Service Recognition.docx - Old HR Policy 6.9.12 - Special Events Policy.docx
Final Approval Date:	Jul 22, 2020

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read "Brian Henderson", with a stylized, cursive script.

Brian Henderson