

EMPLOYEE POLICY SECTION 6.9 – WORK CONDITIONS / WORK ENVIRONMENT	6.9.12 SOCIAL EVENTS AND LONG SERVICE RECOGNITION Page 1/2
Effective Date: August 5, 2008 (Res. 08-406)	Revised: June 7/11 CM – Res. 11-426 Revised: May 5/20 CM – Res. CM-2020-05-27 (Policy Restructure)

PURPOSE

The purpose of this policy is to provide social opportunities for all Wheatland County employees in an inclusive, safe, and welcoming manner; 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.

POLICY

The County aspires to create coherence between work and time off, as well as to give employees in various departments a chance to better acquaint, promote team spirit, and improve collaboration across departments. In order to do this, a Social Committee will be formed that represents a cross-section of departments within the County.

The Social Committee is comprised of at least 5 employees and will be appointed on an annual basis at the beginning of the year, in consultation with the Social Committee and staff interest. The committee will consist of at least 2 employees from Public Works and 3 employees from Administration / ASB. Only appointed members will have authorization to conduct event activities during working hours. Social Committee members will serve a term of at least 1 year, with the option to stay on the committee if they choose to do so. On an annual basis, the Social Committee will recruit new members to fill a potential vacancy on the committee and to ensure equal opportunity to be on the committee.

The Social Committee will operate within an annual budget approved by Council. Responsibilities of the Social Committee will include hosting an annual holiday party at the end of the year for all employees and Council. Other events / supplies that the committee may incorporate throughout the year include, but are not limited to, a golf tournament, employee luncheons, food trucks, birthday cakes, etc.

At events where alcohol is served, only moderate consumption is acceptable. The Social Committee will assist employees with finding a safe ride home after an event where alcohol is served. Violent behaviour, use of illegal drugs or cannabis, harassment, and inappropriate language is unacceptable (even if the event is hosted during non-working hours) and subject to discipline under the Wheatland County Code of Conduct and Ethics and Progressive Discipline policies. It is understood that all participation is purely voluntary on part of the employees taking part in any social event.

The committee will work closely with Human Resources to ensure adherence to internal policies and budget. All events must adhere to all laws, municipal bylaws, and policies.

LONG SERVICE RECOGNITION

Another responsibility of the Social Committee is to acknowledge employees for their long service and dedication to Wheatland County. Employees who have worked a given number of years will be rewarded with a gift from the County in the following increment amounts:

Number of Years Worked	Amount
5	\$50.00
10	\$100.00
15	\$150.00
20	\$200.00
25	\$250.00
30	\$300.00
35	\$350.00
40	\$400.00

Employees will be able to choose a gift of their liking (using the amounts stated above) from a designated catalogue page that will be provided by the Social Committee. All long service gifts will be coordinated at the end of a given year, prior to the holiday party.

Additionally, upon retirement, employees will receive a gift from Wheatland County that will also be coordinated by the Social Committee.

REFERENCES

Policies

- Code of Conduct and Ethics
- Progressive Discipline
- Safety Policy

DOCUMENT OWNER

Human Resources