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| POLICY AND ADMINISTRATION MANUAL | REFERENCE NUMBER: P16            |
| SECTION:<br>COUNCIL POLICY       | POLICY TITLE:<br>CHRISTMAS BONUS |

## 1. APPLICATION

- 1.1. This policy applies to all full time **and part-time** ~~salaries, non-hourly paid,~~ permanent employees of the Municipality.
- 1.2. Retired employees that continue to work for the municipality as a casual employee would be entitled to the Christmas bonus
- 1.3. With valid reason(s) approval to include other employees can only be made at the discretion of the CAO.

## 2. POLICY STATEMENT

- 2.1. The Employer shall issue a cheque for \$200 annually for all **permanent** full time and **part time** employees ~~as a for~~ Christmas **bonus**.

## 3. ELIGIBILITY CRITERIA

- 3.1 Permanent full-time and part-time employees who have been employed by the municipality for a minimum of six months and are still in pay during the last cheque run before Christmas shall be eligible.

## 4. PAYMENT DATE

- 4.1 The Christmas bonus will be distributed on or before the last cheque run before Christmas and it will be included in the employees' regular payroll.

## 5. POLICY REVIEW

- 5.1 This Christmas Bonus Policy will be reviewed periodically to ensure its effectiveness and may be updated or revised at the discretion of CAO.



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| Chief Administrative Officers' Annotation for Official Policy Record     |                   |
|--|-------------------|
| Date of Notice to Council Members of Intent to Consider (7-days minimum) |                   |
| Date of Passage of Current Policy  | December 11, 2007 |
| Date of Notice to Council Members of Intent to Consider – Amendment      |                   |
| Date of Passage of Current Policy - Amended                              |                   |
| I certify that this policy was adopted by Council as indicated above.    |                   |
| _____  | _____             |
| Warden   | Date              |
| _____  | _____             |
| Chief Administrative Officer   | Date              |