

Section: Compensation	Policy Number: D-2.7
Sub-section: Benefits	Effective Date: January 2009
Subject: Donations	Revision Date: September 27, 2010
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Acknowledgements

Purpose:

To provide a consistent format for acknowledging events which occur periodically with staff.

Policy:

In the event of an illness involving a hospital stay for more than 2 nights of an employee or employee's spouse, the Township will circulate a card and a gift (i.e. flowers or fruit basket) valued at up to \$25.00 will be sent.

In the event of a birth by an employee or spouse of an employee, the Township will circulate a card and a gift valued at up to \$25.00 will be sent.

In the event of the death of an employee or any of their immediate family members, the Township will circulate a card and make a donation to a specified charity or send flowers valued at up to \$50.00. This is the same for past employees that were employed for 10 years or more with the Township.

Immediate family includes:

- spouse including same sex or common law partner
- children/stepchildren
- your mother or father, stepmother or stepfather
- your brother or sister
- your daughter or son in-law
- your mother-in-law or father-in-law
- grandchild

In the event of retirement of an employee a gift in the amount of \$10.00/year of service plus 2% of their final year's base salary.

In the event that an employee voluntarily leaves the Township, the Township will circulate a card and provide a donation in the amount of \$50.00, providing they have been an employee of the Township for a minimum of five years.

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In all circumstances, it is the responsibility of the Department Head to notify the CAO/Clerk's office for all such events.

Persons wishing to arrange anything in addition to the set guidelines, or in the event of circumstances that do not meet the guidelines, are free to do so at their own expense.