

DISTRICT OF FORT ST. JAMES
POLICY AND PROCEDURE MANUAL

POLICY GROUP:	Personnel
POLICY #:	4.16
SUBJECT:	EMPLOYEE/COUNCIL RECOGNITION - PERSONAL EVENTS
ADOPTED:	April 26, 2006
REVISED:	November 14, 2007
ADMINISTERED BY:	Department Heads/Council

Objective: To recognize important personal events in the lives of employees and Council members.

Policy: Personal events will be recognized according to the following procedure.

Procedure:

Department heads will advise Council of events that come to their attention. The following events will be recognized; other events may be recognized at the discretion of Department Heads and/or Council.

Hospitalization more than two days	Employee/Council member	Flower bouquet valued up to \$50.00
	Immediate family member*	"Get well" card
Illness causing absence from work more than five days	Employee/Council member	"Get well" card
Death of immediate family member*	Employee/Council member	Sympathy card and bouquet valued up to \$50.00
Graduation or Certification in a recognized program of study	Employee/Council member/Child	Congratulations card
Birth/adoption of child or grandchild	Employee/Council member	Congratulations card
Wedding	Employee/Council member/Child	Congratulations card

* "Immediate Family Member" is defined in Policy No. 4.1.