



## County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

12.1 Employee Relations

12.1.16

Title Arrangements for Employees and Council Members

### 1. Policy Statement:

1.1. Council wishes to recognize and acknowledge employees and Council members who have been ill, taking maternity or bereavement; therefore, must establish a standard for the provision of arrangements, and card (or donation to a chosen charitable organization).

### 2. Responsibilities:

2.1. The supervisor of the department of the subject employee is responsible for submitting the arrangement request, along with direction as to the location for delivery of the arrangement, to the Accounts Payable Clerk who will be responsible for ordering the arrangement.

2.2. The CAO may use discretion in the provision of arrangements to persons for purposes not outlined in this policy.

### 3. Guidelines:

3.1. All permanent employees and Council members who have been granted leave for maternity or bereavement, and those who are hospitalized for a minimum of two nights, are eligible to receive an appropriate arrangement or charitable donation not to exceed the cost of \$100.00 from County Council and staff.

### 4. Related Documents:

4.1. Leave for Non-Union Employees Policy

Administrative Review	Policy Committee	Council Revised	Council Approved	Page
DM20210526.003	July 6, 2021	CG20190226.015 CG20210720.038	October 7, 2003	1 of 1