



County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

12.0 Corporate Services

12.0.8

Title Volunteer Recognition Policy

1. Policy Statement:

1.1. County Staff volunteer time, outside of regular scheduled work hours, to attend the various events on behalf of the County of Wetaskiwin. In appreciation of staff volunteer efforts, Council establishes the following volunteer recognition procedures.

2. Guidelines:

2.1. Volunteers will be provided a recognition item equal to the per hour rate of \$20. (ie. 3 hour shift – \$60 value).

2.1.1. Volunteers may bank a maximum of 30 hours, which is \$600 based on \$20/hour, towards the purchase of a larger item. When the maximum accumulation is achieved, no further accumulation will occur until some of the hours are used towards a volunteer item.

2.2. Mileage will be paid to employees volunteering at approved events who have proper insurance coverage as outlined in Vehicle Allowance for Mileage Policy.

2.3. Events that qualify for volunteer recognition will be determined at the discretion of the CAO.

2.4. At the end of each year every volunteer will be entered (one entry for every 2-3 hour shift) into a draw for a Gift Certificate in the amount of \$200 for a local vendor of volunteer's choice. (Ie. Gwynne Ski Hill, Village at Pigeon Lake, Golf Course, etc.) The draw will be made at the annual Ambassador Information Session the following year.

2.5. This Policy does not apply to Elected Officials.

3. Related Documents:

3.1. Volunteer Recognition Administrative Procedure

3.2. Policy 12.1.16 Mileage Policy

Council Approval	Council Revised	Administrative Review	Policy Committee	Page
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