



Employee Acknowledgment Policy No. 14.134

District of Lake Country
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Lake Country, BC V4V 2M1
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Date

The following was approved by the Chief Administrative Officer on January 28, 2014.

Rescind

Employee Acknowledgment Policy No. 109 is rescinded.

Purpose

To provide for consistency in acknowledging significant events in employees' lives.

Policy

The District will send flowers or other suitable gift up to a maximum cost of \$100 plus taxes and delivery, as applicable, in the case of:

1. Bereavements within the immediate family. "Immediate family" shall mean: wife, husband, common-law spouse, son, daughter, mother, father, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents and grandchildren. (see Policy 95.12.05);
2. Employee weddings, births or adoptions of children, and;
3. Other events of significance as determined by the CAO.

Procedure

1. Requests must be submitted to Human Resources defining the purpose and the type of item to be purchased.
2. The item may be purchased by Human Resources or by the department (after approval from Human Resources).
3. If purchased by the department, a copy of the receipt must be submitted to Human Resources for tracking purposes.

Original signed By Alberto De Feo

Alberto De Feo, CAO

28.01.2014

Date