



POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER: P16
SECTION: COUNCIL POLICY	POLICY TITLE: CHRISTMAS BONUS

**1. APPLICATION**

- 1.1. This policy applies to all full time **and part-time** ~~salaries, non-hourly paid,~~ permanent employees of the Municipality.
- 1.2. Retired employees that continue to work for the municipality as a casual employee would be entitled to the Christmas bonus
- 1.3. With valid reason(s) approval to include other employees can only be made by the CAO

**2. POLICY STATEMENT**

- 2.1. The Employer shall issue a cheque for \$200 annually for all **permanent** full time and **part time** employees ~~as a~~ for Christmas **bonus**.

**3. ELIGIBILITY CRITERIA**

- 3.1 Permanent full-time and part-time employees who have been employed by the municipality for a minimum of six months and are still in pay during the last cheque run before Christmas shall be eligible.

**4. PAYMENT DATE**

- 4.1 The Christmas bonus will be distributed on or before the last cheque run before Christmas and it will be included in the employees' regular payroll.

**5. POLICY REVIEW**

- 5.1 This Christmas Bonus Policy will be reviewed periodically to ensure its effectiveness and may be updated or revised at the discretion of CAO.

Chief Administrative Officers' Annotation for Official Policy Record	
Date of Notice to Council Members of Intent to Consider (7-days minimum)	
Date of Passage of Current Policy	December 11, 2007
Date of Notice to Council Members of Intent to Consider – Amendment	
Date of Passage of Current Policy - Amended	



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I certify that this policy was adopted by Council as indicated above.

_____	_____
Warden	Date
_____	_____
Chief Administrative Officer	Date

DRAFT