

Life Event Recognition Policy

Department:	All Departments, Fire and Council	Policy Number:	H00-0610-16
Section:	Human Resources	Effective Date:	June 1, 2016
Subject:	Life Event Recognition	Revised Date:	December 1, 2023
Authority:	Applies to Municipal Staff and Council By-Law 2016-044, By-Law 2024-OXX		

1. Purpose

To provide recognition for a significant life event which includes a birth of child, death or illness of an employee, council member or their **spouse family**.

2. Definitions

In this policy:

- a) "CAO" means Chief Administrative Officer;
- b) "Employee" is defined in Schedule A;
- c) "Municipality" means the Municipality of Brockton;

3. Eligibility

All life events directly experienced by an employee will be recognized as outlined in this policy. If any member of staff or Council becomes aware of a birth of a child, death, or illness of a relative of an employee or Council member, as detailed in this policy, they are encouraged to **contact Human Resources. ~~the Accounting Clerk or designate at the Municipal Office.~~**

Once **Human Resources ~~the Accounting Clerk or designate~~** has been advised of a birth, that is covered by this policy then flowers **or fruit basket** and a card will be forwarded to the appropriate location. All cards are to contain the following salutation "From Brockton Council and Staff".

Once **Human Resources ~~the Accounting Clerk or designate~~** has been advised of a death that is covered by this policy then a donation and/or a card will be forwarded to the appropriate location. All cards are to contain the following salutation "From Brockton Council and Staff". **For all current full-time, part-time, contract employees, volunteer firefighters or current members of Council, the Municipality will plant a tree in memory of the deceased, including recognition on the Shade Tree plaque.**

Once **Human Resources ~~the Accounting Clerk or designate~~** has been advised of an illness that is covered by this policy then flowers or a fruit basket and a card will be forwarded to the appropriate location.

All cards are to contain the following salutation "From Brockton Council and Staff".

For part-time and seasonal staff, Human Resources **~~the Accounting Clerk or designate~~** is to be

advised by the relevant Department Head of an appropriate recognition for the circumstances not to exceed \$50.00.

If the staff members of the department of the employee to whom the recognition relates to would like to personally sign the card then the relevant Department Head can so advise Human Resources ~~the Accounting Clerk or designate~~. After all signatures have been entered on the card Human Resources ~~the Accounting Clerk~~ will arrange for delivery.

The attached is a list of individuals that will be recognized by way of donations, flowers/fruit basket and/or a card under this policy:

4. Policy Changes

- a) The Municipality of Brockton has the ability to amend, change or rescind this policy at any time following Council approval and employees will agree to the changes without notice.
- b) If the minimum requirements of the Employment Standards Act, 2000 provide employees with any greater entitlements than those set out in this Policy, the Municipality of Brockton will provide employees with such greater entitlements in substitution for those set out in this Policy.