



REPORT

To: Chair and Directors

Report Number: ADM-BRD-070

From: Kelsey Bates, Deputy Corporate Officer

Date: July 10, 2020

Subject: Gifts for Directors and Staff Recognition – Departure and Service Policies

RECOMMENDATION #1: [Corporate Unweighted]

That the Regional Board adopt the amended Gifts for Directors Policy, which:

1. updates the name from Gifts for Directors/Staff, to Gifts for Directors;
2. removes references to staff; and
3. reflects the four year elected official term.

RECOMMENDATION #2: [Corporate Unweighted]

That the Regional Board adopt the Staff Recognition Policy, which:

1. incorporates parameters on recognition gifts for staff, formerly contained in the Gifts for Directors/Staff Policy;
2. repeals and replaces the Long Term Service Awards Policy; and
3. supports employee retention.

BACKGROUND/RATIONALE:

The Peace River Regional District 2019-2022 Strategic Plan includes completion of a comprehensive policy review as a strategy under Organizational Effectiveness.

The Gifts for Directors / Staff Policy was split into two policies (one for staff and one for Directors) and updated for the Regional Board's consideration.

Newly added information in both Policies is highlighted in yellow, while information that is proposed for removal is ~~stricken~~.

Gifts for Directors Policy

The following amendments are proposed:

- Adding a purpose, a scope and definitions.
- Updating the terms for Director recognition to reflect the four year elected official term.
- Simplifying the layout into tables so it easy to follow.
- Removing the portion of the Policy that references staff.
- Removing information that is unclear or redundant.

Staff Recognition – Departure and Service

The following updates are suggested in the newly compiled policy:

- Adding the references to staff that were removed from the Gifts for Directors / Staff Policy.

- Incorporating and replacing the Long Term Service Award Policy (previous duplication to the Gifts Policy).
- Adding a purpose and scope.
- Adding gifts amounts for service pins prior to the 20 year mark.
 - At this time, the Policy supports employees who are departing more so than those who have provided years of service. To increase retention and the recognition of long-term employees, suggested gift amounts are included for the Regional Board's consideration.
- Updating the departing staff gift portion so gifts are only issued to employees of 5 years or longer.
- Removing contracted employees from the service pin recognition list.

Note: Operational procedures are no longer included in the Board policy template, and are instead documented separately.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness
 - ☒ Comprehensive Policy Review
 - ☒ Support and Develop Human Resources

FINANCIAL CONSIDERATION(S):

The additional costs for gifts for long-term service awards is absorbable in the 2020 Financial Plan. Two staff members are expected to receive 5 year service awards in 2020, at a total cost of \$100.

Expenses are expected to decline for departing staff gifts, as it is recommended that the qualification period for a departing gift be extended from one year to four or more. Only staff members who have provided four or more years of service will receive a card and a gift valued at \$50.00 for the first year completed, and \$25.00 for each successive year completed.

COMMUNICATIONS CONSIDERATION(S):

If adopted, the policies will be included in the upcoming Policy Manual and distributed to staff.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. Amended Gifts for Directors Policy
2. Amended Staff Recognition – Departure and Service Policy
3. Long Term Service Awards Policy