

GENERAL POLICY
KENT REGIONAL SERVICE COMMISSION
14-01
POLICY ON THE APPRECIATION OF STAFF AND MEMBERS OF THE BOARD OF DIRECTORS

1. Definitions

« Gift Card » Article offered to the employee or member of the board in recognition for their years of continued service, of his retirement or any other special occasion. This gift cannot be offered in cash or check.

« Partner » Married or Common Law Partner.

« KRSC » Kent Regional Service Commission

« Immediate Family » Partner, father, mother, child, child of the partner, brother, sister, father in law, mother in law, grandfather and grandmother.

« Member of the board of directors » All regular members of the board of directors including the substitute members as indicated in the Regional Service Delivery Act and its regulations.

« Special Occasion » Hospitalization, death, funeral and births.

1.1 General

For interpretation purposes of this policy, the masculine includes feminine, and the singular includes plural, according to the text requirements.

2. Scale of reward for the members of the board of directors:

All members of the board of directors that don't reoffer for an additional mandate during the municipal elections (in the case of municipalities) or during the meeting of the LSD Chair's meeting (in the case of the LSD's) will receive a souvenir with the KRSC logo and a get-together following the Annual General Meeting of the KRSC.

3. Scale of reward for members of the staff

For the recognition of employees that have served the organization for 5, 10, 15, 20, 25, 30, and 35 years, this occasion is mentioned during the Annual General Meeting of the Commission. The funds associated to the expenses will come from the general budget of the KRSC. The employee will also receive a gift according to the years of continued service as indicated below.

10 YEARS	One paid day off.
15 YEARS	Two paid days off.
20 YEARS	Three paid days off.
25 YEARS	A souvenir with the KRSC logo and four paid days off.
30 YEARS	One week paid vacation.

4. Employee retirement

When a full time employee retires with at least 10 years of continued service, the employee will receive a Gift Card of a maximum value of 250\$ (taxes included) of a business in the Kent region. The director of the affected department will give to the employee his gift during an event to celebrate the employee. All the employees of the KRSC, members of the board of directors and its committees, and the family members of the employee are all invited to this celebration. The Executive Director with the help of an adhoc committee will be responsible to organise the event and order a cake, snacks and beverages for the occasion. The funds related to these expenses will come from the general budget of the KRSC.

5. Hospitalization or death of a member of the board of directors, the staff of their immediate family

5.1 Member of the board of directors

Hospitalization of a member of the board or his immediate family:

Member of the board: Fruit basket of a 50\$ value

Death of a current Chairperson:

Donation or flowers of a 100\$ value

Death of a current board member:

Donation or flowers of a 75\$ value

Death of a member of the immediate family:

Donation or flowers of a 50\$ value

Death of a past Chairperson:

Donation or flowers of a 75\$ value

5.2 Members of staff

Hospitalization of an employee:

Employee: A fruit basket of a 50\$ value

Spouse: A fruit basket of a 40\$

Death of an employee:

Donation or flowers of a 100\$ value

Death of a member of the immediate family:

Donation or flowers of a 50\$ value

Death of a past director:

Donation or flowers of a 50\$ value

6. Birth of a child

When an employee or the partner of a full time employee gives birth, the Executive Director designates a person responsible to order a gift, such as flowers, a plant, a fruit basket or a gift card of a 50\$ value from a pharmacy (taxes and delivery included). The funds to pay this expense come from the general budget of the KRSC.

7. Clothing from the Commission

All the members of the board of directors will receive at the beginning of each mandate (four years) a shirt with the logo of the KRSC.

All employees will receive every four years a shirt with the logo of the KRSC.

The members of the board of directors or the employees that want to exchange their shirt for another piece of clothing will have to pay the difference between the cost of a shirt and the other piece of clothing.

The Directors of the departments can at their discretion offer a shirt with the logo of the KRSC to the members of their respective committees at the same time as the members of the board of directors.

8. Increase in values

The value of the purchase of the donations offered to the members of the board, the employees and their immediate family for a hospitalization, a death or a birth will increase by 5\$ every 5 years.

This policy is in effect at its adoption date: