



Christmas Bonus

Procedure No.: C-6	Council Resolution No.: N/A
Department: Administrative	Authority: Administration
Effective Date: November 30, 2016	Revision Date: November 30, 2016
Review Date: October 2021	Repealed Date:
Supersedes: RES. 448/2015	
Related Policy No.: C-6	
Related Policy Name: Christmas Bonus	

Purpose

The purpose of this procedure is to implement the Town of Taber Christmas Bonus Policy and to present an annual Christmas bonus to Town of Taber employees.

Operating Guidelines

- 1) Annually, by November 15, the Payroll Office shall prepare and verify a list of employees who are eligible to receive a Christmas bonus by the payment date determined by the Administration Services Department.
 - a. Full time employees are eligible to receive the amount indicated in the policy if they are employed by the list deadline date and remain employed until the payment date.
 - b. Part time, casual, or temporary employees are eligible to receive the amount indicated in the policy if they are employed by the list deadline date and remain employed until the payment date.
- 2) The Administrative Services Department shall confirm the verified listing with the Payroll Office for issuance of Direct Deposit amounts.
- 3) Direct Deposit amounts shall be credited to the affected employee's accounts annually in mid-December.
- 4) Christmas cards detailing the timeframe and amounts to be credited will be created by the Administrative Services Department, and forwarded to the Mayor.
- 5) The Christmas cards will be distributed by the Mayor to the individual departments.



Additional References

None.



CHIEF ADMINISTRATIVE OFFICER

Nov. 5/2018
DATE

