

SECTION: ADMINISTRATION

SUBJECT: BEREAVEMENT AND SPECIAL EVENT

Original Resolution No.: 96-04-24
Revision Resolution No.: 03-11-27

Bereavement and Special Event Policy

It is the policy of the County of Warner No. 5 to recognize special events in the lives of current employees and current elected officials and their immediate families.

1. Definitions:
 - a. Employee - shall mean any person who is currently employed by the County of Warner in a full-time, permanent part-time, seasonal or at-large position at the time of the special event.
 - b. Elected Officials - shall mean any person who currently serves in an elected position (councillor) of the County of Warner at the time of the special event.
 - c. Immediate Family - shall mean the spouse, son, daughter, mother and father; and the employee's spouse's mother and father.
 - d. Special Events - shall include births, deaths, and employee and spouse extended hospitalizations.
2. Recognition of the special events shall include one of the following:
 - a. Flower arrangement
 - b. Fruit basket
 - c. Appropriate card noting a donation to a charitable organization of their choice.
3. Discretion must be used in circumstances where medical situations occur and recognition may be inappropriate due to the nature of the medical procedure or the wishes of the family to maintain privacy.
4. If special events are not brought to the attention of administration until some time after the occasion, efforts will be made to recognize the event by way of an appropriate card and donation to a charitable organization of their choice
5. Current elected officials may, at their discretion, request administration to recognize the deaths of past elected officials.