

# Town of Borden-Carleton

## Employee Annual Bonus Policy

<b>Policy Title:</b>	<b>Employee Bonus</b>	<b>Policy Number:</b>	<b>#2023-HR-02</b>
<b>Administration</b>	<b>Approval/Effective Date</b>	<b>November 14, 2023</b>	

### Purpose:

1. The purpose of this policy is to formalize in policy format a practice that has been approved each year by Council. Some call it a Christmas Bonus. It has also been called an annual salary bonus. In some jurisdictions they call it a service award.

### Preamble:

2. The Town does not offer a pension plan to the employees, nor an RRSP Plan nor a service award. It is of benefit to both the Council and staff and for budgeting purposes that staff are aware of employment benefits of being an employee of the Town, Arena and its utilities.
3. It is also desired that for whom and how the benefit is determined be clear.

### Definitions:

4. **Cash** – means either in cash CAD currency, or cheque, or by e-transfer.
5. **Council** – means the Council of the Town of Borden-Carleton and its Committees.
6. **Employee Fulltime** – includes the CAO, Assistant to the CAO, Accountant, Recreation Director, Maintenance Supervisor and any other persons/positions that work at least 35 hours per week on a year-round basis.
7. **Employee Fulltime (Seasonal)** includes a person who works a minimum of 35 hours per week for a minimum of 15 weeks. Includes the Chief Arena Plant Operator, Property Maintenance employee, and assistant to the Maintenance Supervisor
8. **Employee Part-time** – Includes persons who work less than 35 hours a week and is on Payroll in December of any given year: Includes Facility Janitor, Arena Part-time staff, Casual Office staff and Arena Canteen staff.
9. **Employee Contracted** – Includes a person who is responsible for day-to-day operation of a town service such as the Town's Water/Sewer system
10. **Employee Student Employment**- All employees hired for 12 weeks or less to work on an once time basis as a student employee and in most cases employed under a federal or provincial grant.

### Bonuses to be Paid

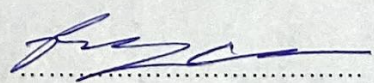
11. On a yearly basis no later than December 15<sup>th</sup> in any given year, the following cash bonus will be given to the following employees:

Employees Fulltime - \$200  
 Employee Fulltime New (3 – 6 months service) - \$100  
 Employees Fulltime New (less than 3-month service) - \$50  
 Employees Fulltime (Seasonal) - \$100  
 Employees Parttime - \$50  
 Employee Contracted (Year- Round) - \$100

- 12. Employee Student – not eligible for an employment Bonus
- 13. All bonuses paid are a taxable benefit as defined by the Canadian Income Tax Act.
- 14. If positions are added or deleted, the bonus applies to positions that exist at the time the bonus is paid
- 15. If an interpretation is required in respect to the classification or eligibility of an employee's eligibility for a bonus, the decision will be made by the CAO.
- 16. This policy may be changed at anytime by resolution of Council.

Date of Approval: November 14<sup>th</sup> 23

I certify that this policy was adopted by Town Council as indicated above.

  
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Mayor, Randy Ahearn

  
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CAO, Jim Wentzell