

Policy Title:	Applies to:	Reference #
CHRISTMAS SEASON FUNCTIONS	All Employees	002-00
Approved by:	Dates:	Total # of Pages
Executive Leadership Team	Effective:	07-Nov-2017
	Last Review:	
	Next Review:	
		3
Authority:		
People and Organizational Culture		

1.0 Purpose

Establish a framework that will ensure a consistent approach to expenditure and time allotted around Christmas functions.

2.0 Scope

3.0 Definitions

4.0 Policy

The City of Regina recognizes the importance of the festive season and wants to provide employees with an opportunity to socialize, to create a positive work environment and build dynamic relationships.

5.0 Roles & Responsibilities

CHRISTMAS SEASON FUNCTION GUIDELINES:

- The City of Regina sponsors the cost for employees to attend *one* Christmas Season function per year in the amount of \$10.00 per person. This sponsorship is not a cash value or bonus. Employees not attending the function do not receive a refund.
- Each Department is responsible for collecting additional funds required for their individual functions.

Note: Branch Managers must ensure that only *one* Christmas function is at the City of Regina's expense.

- City of Regina premises are available for Christmas functions, i.e., party, lunch, or supper, City of Regina will not dictate when, where, and how Christmas functions should be held.

Note: The allocation of the funds provided will not include alcoholic beverages. Consuming alcoholic beverages on City of Regina premises is strictly prohibited.

- Christmas office parties within City Hall can be held after 1:00 p.m. on the last working day prior to Christmas Day and no other time during working hours. This is a normal work day and employees are expected to remain and work their normal hours (subject to the point below).
- All City facilities (except essential services) may close at 3:00 p.m. on the last working day prior to Christmas Day, therefore, all employees will be entitled to leave their place of work at this time. Ensure proper signage is placed on major public building such as City Hall.
- Early dismissal only applies to employees that are scheduled to work on the last working day prior to Christmas Day. Employees not working on this day will not receive extra time off.
- Directors are reminded that basic customer services must remain available for the public during the time of the office parties from 1:00 p.m. to 3:00 p.m. on the working day prior to Christmas Day.
- Functions hosted by those departments outside of City Hall may commence at 11:00 a.m. to allow the opportunity for City Hall based personnel to attend. This is at the discretion of the appropriate Director.
- At the discretion of each Director, staff may be excused from the workplace at 3:00 p.m. the last working day prior to New Years Day.

- Basic customer services will need to be maintained until the end of the regular work day.

Reimbursement Charge to department.

Contacts Direct enquiries regarding the content of this procedure to:

- People and Organizational Culture, 777-7709
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6.0 Related Forms

(related forms)

7.0 Reference Material

8.0 Revision History

People and Organizational Culture Department review and revise the policy as required.

Date	Description of Change	(Re)-Approval Required (y/n)