

Employee Recognition Policy		Policy No. 6.3	
<u>Date of Policy:</u>	February 12, 2018	<u>Revision:</u>	March 11, 2019 February 24, 2020 February 8, 2021
<u>Motion Number:</u>	9(b)(ii) 2019-151 2020-109 2021-075		

Scope

This policy applies to all Town of Nipawin permanent employees, long standing returning seasonal employees, along with any employee on maternity, paternity, short-term, or long-term disability.

Purpose

The Town of Nipawin is committed to positive recognition of employees as a way to create a motivating, engaging and productive work environment so that it can continuously improve service to the citizens of Nipawin.

The Town of Nipawin recognizes employees for their long service contributions to the community, on their 5, 10, 15, 20, 25, 30 and 35-year service anniversaries, as well as thanks retiring employees for their contribution and dedication to the community.

Employee Recognition is to:

- Show employees they are valued and appreciated
- Positively influence employee engagement
- Encourage high performance
- Reinforce Town of Nipawin’s vision and values; and
- Support the achievement of the Town of Nipawin’s goals.

The Employee Recognition Policy:

- Ensures employee recognition activities are established across all departments
- Raises awareness that Administration and Council are committed to employee recognition
- Provides clear expectations and guidance to Directors, Managers, Supervisors, and Employees regarding employee recognition activities in the Town of Nipawin; and
- Establishes roles and responsibilities of the Social Committee, Directors, Managers, Supervisors and Employees.

Principles

Employee recognition is an integral piece of employee engagement, which is a core focus of the Town Council. Providing recognition to employees supports a culture of recognition and contributes to employee engagement across the Town. Recognition should be both meaningful and fiscally responsible.

Definitions

Employee Recognition

Positive acknowledgement of an individual's or group's commitment, contribution, effort, achievement and/or behavior that supports the Town's goals and values. Employee recognition covers a range of activities in the workplace that encourages employees to feel appreciated, valued and motivated.

Employee Recognition Activities

Established practices and/or programs at the Directors level to foster employee appreciation.

Practices

Informal, unstructured day-to-day acts of appreciation given in a timely, sincere and specific manner to positively acknowledge employees or teams. Informal employee recognition activities must align with this policy and budget. Examples of practice include:

- Assigning employees to tasks and projects they strive for, sending thank you notes; and
- Delivering goodies, coffee, water, popsicles, etc. when the time is suitable and appropriate.

Programs

Formal, structured, scheduled and standardized acts of appreciation to positively acknowledge employees or groups. Formal recognition activities must align with this policy and budget.

Examples of programs include:

- Staff appreciation lunches;
- Long Service Recognition
- Retirement Recognition

Note: For the purpose of this policy, employee recognition activities do not include salary adjustments, salary supplements, or any other monetary compensation that is allocated on a performance basis or under the terms of the Collective Bargaining Agreement CUPE 777-01.

Employee-to-Employee

Informal employee recognition activities that allow peers, co-workers, managers, supervisors, directors, and employees to positively acknowledge each other within a department.

Roles and Responsibilities

Human Resources

Is responsible for:

- Assisting in developing and implementing employee recognition policies and programs
- Assisting in developing employee recognition guidelines for Directors
- Developing and providing tools, advice, and assistance to Directors on the application of this policy; and
- Monitoring the effectiveness and consistent application of this policy and reporting as required.

Directors or Designate

Are responsible for:

- Ensuring this policy is implemented within their departments
- Demonstrate leadership
- Promoting and fostering a culture that supports and encourages employees to participate in Town employee recognition activities
- Presenting a recognition accomplishment speech along with level of service or retirement award to reciprocating employee at the annual Employee Recognition Banquet
- Assisting with developing, implementing, and communicating employee recognition programs.

Managers & Supervisors

Are responsible for:

- Demonstrating leadership by supporting and encouraging employees to participate in Town employee recognition activities; and
- Promoting and fostering a culture of employee-to-employee recognition.

Employees

Are responsible for:

- Participating in employee recognition activities; and
- Fostering a culture of employee-to-employee recognition.

Service Year Milestones:

The service recognition will be based on the calendar year in which the Employee Recognition Banquet is held. This means that some employees may be recognized before their service milestone has been reached.

Employees are recognized in accordance with their years of service as follows:

Years of Service	Recognition
5 Years	Pin
10 Years	\$100.00

Each additional five (5) year service milestone will be awarded with an additional \$50.00 recognition award (example 15 years would equal \$150.00 and 20 years would equal \$200.00 and so on).

Retirement with 15+ years of service	Gift in keeping with tradition (up to \$300.00 in value)
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The funds paid for the Years of Service awards will be allocated to the budget for the respective department.

***Each Years of Service recognition will accompany a signed Certificate by the employee’s Director or Designate.**

Presentation of Awards

The Director or Designate is responsible for recognizing the contributions made by the reciprocating employee(s) at the annual Employee Recognition Banquet. In the event the Employee Recognition Banquet cannot be held due to restrictions, service recognition awards will still be honored that year.

Employee Recognition Banquet

An Employee Recognition Banquet will be held annually. The Town of Nipawin Council will contribute funds for this event in the annual budget.

Town of Nipawin Social Committee is responsible for planning and organizing the Employee Recognition Banquet. The Social Committee, during budgeting time, will review anticipated costs to present to Council, for the following year’s budget.

The Employee Recognition Banquet shall consist of a banquet with members of Council, permanent employees, long standing returning seasonal employees, along with any employee on maternity, paternity, short-term, or long-term disability, and any employees who have retired in the past year, as well as significant others invited.

Municipalities of Saskatchewan Meritorious Service Award

The purpose of this award is to recognize municipal employees in Saskatchewan urban municipalities who have served 20 years or more of employment. Volunteer Firefighters are also eligible for this Award. Each year the Town shall nominate eligible employees or volunteer firefighters.

Employees and/or Firefighters receiving the Municipalities of Saskatchewan Meritorious Service Award are invited, along with their significant other, to attend the Municipalities of Saskatchewan President's Banquet and Awards Ceremony held in conjunction with the annual Municipalities of Saskatchewan convention.

The cost of banquet tickets for the employee and spouse are paid for by the Town and mileage, accommodation, and out of pocket expenses are reimbursed to the employee by the Town.

Retirees – Administration

Directors or Designates are responsible for purchasing appropriate recognition awards (gift) for eligible employees, ensuring purchasing policies are adhered to, and arranging for presentation at the annual Employee Recognition Banquet.