

## Employee Recognition and Awards Program

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340/96; 722/99; 825/2006

Lead Role: Chief Commissioner

Replaces: 40-44-009

Last Review Date: December 12, 2006

Next Review Date: 12/2009

Administrative Responsibility: Human Resources

### Policy Statement

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Council endorses programs that recognize employees' length of service, retirement, safety records and special accomplishments. It encourages local recognition and awards programs at the department level.

### Guidelines

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#### 1.0 Corporate Programs:

##### 1.1 Service Awards

- a) Full-time, part-time permanent and part-time irregular employees will be recognized for total years of service with Strathcona County. Temporary employees will be recognized for number of seasons worked with Strathcona County.
- b) The following levels of service will be recognized:
 

|                  |                  |                  |
|------------------|------------------|------------------|
| 5 years service  | 20 years service | 35 years service |
| 10 years service | 20 years service |                  |
| 15 years service | 25 years service |                  |
- c) The Mayor and Chief Commissioner will present awards to recipients at an appropriate function arranged by the Human Resources Department.

##### 1.2 Retirement Awards

- a) Full-time and part-time permanent employees who retire from the County will receive a suitable memento and a written message from the Mayor and Chief Commissioner.
- b) The Mayor and Chief Commissioner will formally present awards at the Service Awards function.

### **1.3 Special Awards**

- a) This program recognizes special deeds, accomplishments, acts of heroism and bravery by County employees.
- b) Residents of Strathcona County and staff may make nominations to the Chief Commissioner, who will recommend final candidate(s) for Council approval.
- c) The presentation will include an appropriate award selected by the Chief Commissioner as well as a written message from the Mayor and Chief Commissioner.

## **2.0 Departmental Programs:**

Departments are encouraged to develop formal or informal recognition programs to suit the circumstances and nature of work particular to them.

The cost of the departmental recognition and awards programs will be paid for through corporate funding.

### **2.1 Formal Awards Programs**

- a) Departments may wish to establish an annual recognition program with defined eligibility criteria such as a Safe Driving Incentive Awards Program. This program could encompass all employees in the department who operate a County or leased vehicle during the course of their employment. Such a program could recognize County vehicle operators who drive a certain number of kilometers (or seasons for temporary staff) without being involved in a "preventable" collision.
- b) Other formal awards programs could be for such things as teamwork, customer service or productivity, safety in the workplace and the like.

### **2.2 Informal Recognition Programs**

- a) Under this category, a peer nomination process could be established, whereby individuals or teams could be recognized for the completion of a project or for attaining certain productivity levels.
- b) Departments are encouraged to involve their staff in the development of department specific recognition and awards programs.