

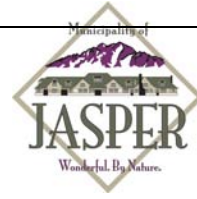
Policy Title: EMPLOYEE AWARD PROGRAM

Policy # E-006

ADMINISTRATIVE PROCEDURES:

Effective Date: April 17, 2012

Date approved by Municipal Manager: April 17, 2012



SCOPE

This policy applies to all municipal employees, volunteers and contractors.

RESPONSIBILITY

Primary responsibility for identifying exemplary employee performance deserving of awards shall rest with the general public and the Municipality's clients. Secondary responsibility for identifying exemplary employee performance deserving of awards shall rest with Directors.

Regardless of the source of a nomination, the responsible Director in consultation with the Human Resources Administrator shall determine whether a particular employee shall receive an award.

The Human Resources Administrator shall administer the employee award program.

DEFINITIONS

1. "Employee" in this instance can refer to an individual or group of individuals;
2. "Nominations " reflect success stories or work performance above and beyond job expectations that are reported by local businesses, organizations, agencies, the general public or Municipal employees;
3. "Success Stories" reflect accomplishments that occur within the context of an employee carrying out his or her duties, however the accomplishment must have impacted a member of the public, an organization or fellow employees;
4. "Award" refers to a Certificate of Excellence and a gift of appreciation that could include but is not limited to a gift certificate for a local restaurant or retail store, thermal mug, pen etc. Gifts will not exceed \$50 in value.

NOMINATIONS

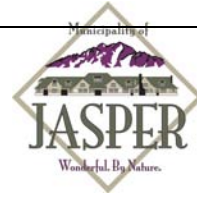
Nominations shall be accepted from the public, municipal employees working in departments other than the one in which the nominated employee works, or from any Director.

Nominations must be submitted in writing to the Human Resources Administrator and shall include:

1. The name of employee being nominated;
2. A description of the success story or extraordinary job performance, including the date and place of the occurrence; and

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3. The name of person submitting the nomination.

Nominations may be in respect of:

1. outstanding achievements within the scope of an employee's job responsibilities;
2. provision of excellent customer service;
3. organizing staff activities and functions resulting in improved employee morale and teamwork;
4. providing suggestions resulting in improved levels of service;
5. providing suggestions which will/could result in increasing revenues or decreasing costs;
or
6. other accomplishments acceptable to the Human Resources Administrator and the responsible Director.

SELECTION

- Nominations will, upon submission to the Human Resources Administrator, be forwarded to the responsible Director for approval.
- Should a nomination be received that does not appear to reflect either a success story or extraordinary job performance, the Director may return that nomination to the Human Resources Administrator for further clarification.

PRESENTATION

- The Human Resources Administrator shall prepare award certificates signed by the Mayor and Municipal Manager and acquire a suitable gift.
- Presentations shall be made, where possible, by the Mayor and Council during a regular Council meeting. If it is not possible to arrange a presentation by the Mayor and Council, the responsible Director shall arrange for the presentation to take place in a venue he or she deems appropriate.
- If an employee receives more than one approved nomination annually (January to December), they will be recognized for each success story by a certificate but will receive only one gift.
- If a nomination for a team of employees is received and approved, an award certificate will be presented to that team, but no gift(s) shall be awarded.