



POLICY NAME: **AWARDS OF RECOGNITION**

APPROVAL DATE: **JUNE 19, 2006**

POLICY:

It is the policy of the Municipality of Richmond to provide recognition of employee loyalty and dependability over a period of years, and also to recognize excellence in service delivery and high quality work performed by our employees.

1. The objectives of the policy are to:
 - (a) encourage management to recognize employee loyalty, excellence and innovation.
 - (b) create employee interest in loyalty, dedication and innovation in the area of workplace improvement.
 - (c) improve and recognize employee commitment and morale.
 - (d) ensure that loyalty, dedication, achievement and high quality work of employees are appropriately recognized.

2. The Municipality shall annually recognize those employees who are retiring and those employees who have been employed in the Municipality for an extended period of time:
 - (a) Employees who are retiring shall be recognized with an appropriate gift, together with the retirement benefits as specified in Council remuneration policies.
 - (b) Employees who demonstrate dedication and loyalty, through long service with the Municipality will be recognized as follows:
 - 5 years - certificate and pin
 - 10 years - certificate
 - suitable gift (guideline value \$50)

15 years - plaque with municipal crest
- suitable gift (guideline value \$100)

20 years - framed certificate
- plaque with municipal crest
- appropriate gift (guideline value \$200)

25 years - plaque with municipal crest
- gold watch, ring or pendant (guideline value \$300)
- elevation to next higher salary scale

30 years - plaque with municipal crest
- painting or remembrance significant to municipal unit
- gift (guideline value \$500)

35 years - plaque with municipal crest
- gift (guideline value of \$600)

3. The Municipality will provide awards for special achievement to employees, in recognition of contribution in the following areas:

- (a) the successful achievement of a specific project or program, by an individual/or department/or entire staff;
- (b) achievement of safety milestones, by department, or entire staff;
- (c) in recognition of an innovation or idea submitted by an individual, or department staff;
- (d) the award for this category will be evaluated by the C.A.O., from a recommendation from the Department Head, and the award will be a suitable gift/certificate/recognition as determined by the C.A.O.

4. Responsibilities:

- (a) Municipal Council will be responsible to:
 - review, amend and adopt the awards of recognition policy;
 - support the C.A.O. and staff, in implementation of policy;

(b) The C.A.O. will be responsible to:

- implement the awards of recognition policy;
- consider, and make decisions, regarding the award of special achievements,
provision of appropriate recognition, and organization of recognition and event.

(c) The Department Heads will be responsible to:

- make employees aware of the awards for service, and the awards for special achievements;
- recommend recognition to the C.A.O. for awards of long service or special achievements.

All employees will be responsible to:

- be familiar with the awards of recognition policy, and provide suggestions to their Department Head.

5. The recognition of retirement, long service and special achievement awards will be made at an annual awards function.
