



LAC LA BICHE COUNTY PROCEDURE

TITLE: Employee Recognition Programs Standard Operating Procedure PROCEDURE NO: CS-03-016-04

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-016 AMENDMENT DATE:

1.0 Definitions

County-Wide Recognition: Annual awards (such as Employee, Manager and Volunteer of the Year) may be given to individual employees who demonstrate excellence and innovation in meeting the objectives of the organization.

Department-Wide Recognition: Formal and informal recognition given at a departmental level to individual employees or teams for outstanding contributions and accomplishments which best reflect the Department's mission, vision and values.

Formal Recognition: A formal process, and includes the submission of a nomination which is voted on, or through the consideration of the board.

Informal Recognition: Acknowledgment of day-to-day accomplishments in the workplace.

Long Service: Recognition provided for a staff member that has provided the County with a long history of commitment, dedication and exceptional service, and has been with the organization for a specified number of years.

Service Appreciation: Recognition provided to acknowledge the service and efforts of a long service staff member upon receipt of his/her intent to resign or retire.

2.0 General Guidelines

Recognition may be provided in the following manners:

- Verbal or written congratulations and/or thanks;
- Awards for excellence and/or achievement; and
- Ceremonies for the celebration and communication of excellence and/or achievement.

The County will ensure that all recognition provided reflects the staff member or team's ability to successfully meet or exceed defined corporate objectives, goals and values, and will ensure that the recognition creates a lasting effect.

3.0 Department Obligations

Recognition programs employed for use in all departments must act in accordance with the Compensation and Benefits Policy.

Each department will be responsible for effectively documenting laudable service achievements, and communicate these achievements effectively. Where appropriate, departments will provide recognition, and may submit the information for consideration for organization-wide recognition and/or award(s).

Departments are encouraged to promote County goals and objectives, and the recognition programs and strategies.

Human Resources shall create documentation for all formal recognition activities and provide feedback to assist in the review and revision of recognition programs.

Human Resources will monitor and evaluate the recognition programs and SOP, and revise as appropriate.

4.0 Long Service Award

Lac La Biche County acknowledges that it is appropriate to give recognition to those employees whom have shown dedication to the County through their long service to the County. This recognition will come in the form of a gift and certificate which will be awarded to each eligible employee at a special annual ceremony.

4.1 Procedure

- Lac La Biche County shall give a long service award to each permanent employee who has completed a multiple of five (5) years of continuous service to the County (i.e. 5, 10, 15, 20, etc.), by and including July 31 of the awarding year.
- The award shall be in the form of a gift worth a value of approximately \$100.00 for a five year award, increasing by \$50.00 for each subsequent multiple (i.e. \$150.00 for 10 years, \$200.00 for 15 years) to a maximum of \$250.00. Administration shall provide for a selection of items from which the award recipient can choose from, prior to the award ceremony. Further, a personalized certificate noting the employee's term of service shall be provided to the award recipient.
- The value of the award for part-time employees will be prorated by their FTE.
- The FTE for a part-time employee shall be calculated as the total hours employed compared to the total hours of a full-time employee.

“Original Signed”
Chief Administrative Officer

November 8, 2013
Date