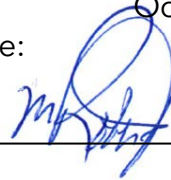


Employee Recognition

Effective Date: February 1, 2018
Last Revised: October 18, 2024
CAO Signature:



Policy Statement

1. The City of Pitt Meadows is committed to recognizing employees for their achievements made in support of business objectives, high-quality service and dedication to public service.

Purpose

2. This policy is intended to facilitate recognition and appreciation to individuals for achievements which lead to the success of our organization through exceptional service. Recognizing the accomplishments of employees contributes to a supportive work environment and supports the attraction and retention of committed and engaged employees.

Scope

3. This policy applies to all City of Pitt Meadows employees.

Policy

4. City of Pitt Meadows' Recognition Programs:

It goes without saying that employees are what make any organization successful. At the City of Pitt Meadows, without employees, phones would go unanswered, building permits would not be issued, and roads and facilities would not be maintained.

The City of Pitt Meadows has established multiple ways to recognize employees for all that they do.

General Criteria:

To be considered for recognition, the person must be an employee (or group of employees) with the City of Pitt Meadows. Recognition will be considered for those that demonstrate accomplishment(s) or actions that have exceeded job expectations and standards. Recognition can be based on a specific event or based on a number of events over a period of time.

A. Informal Recognition

Informal recognition is intended to show acknowledgment and appreciation of accomplishments and exceptional performance in the workplace. The City recognizes that there are individuals who go “above and beyond” their normal duties and warrant recognition.

Recognizing individuals informally, can take the form of a personal card, note, email or a sincere thank you or verbal complement, possibly done at a staff meeting, in private or at an informal staff gathering. At all building sites, recognition/thank you cards will be made available for staff and public to recognize, congratulate and thank city employees.

Also in recognition of exceptional performance, Directors may recognize employees through paid-time off and/or gift cards. This recognition must be accommodated within the existing departmental budget surplus and approved work plans, or otherwise approved by the CAO. The CAO and HR Department must be advised when employees will be recognized, through paid-time off and/or gift cards, with supporting rationale.

Exceptional performance in the following areas will be considered:

- Leadership
- Innovation
- Customer Service
- Resiliency
- Cost-saving Improvements
- Environmental Sustainability
- Inclusivity
- Wellbeing
- Teamwork
- Other Outstanding Contributions

B. Service Appreciation Awards

Annual awards acknowledging the commitment and dedication of longer serving staff.

The City of Pitt Meadows recognizes, appreciates and encourages the experience and commitment long term employees bring to our organization. At an Employee event, an appreciation gift will be given to all employees who have worked a total of 5 years with the municipality. Gifts of increasing value will be awarded for each additional 5-year block of service. Awards will be presented at an annual event.

Awards:

Regular Employees:

- 5 Years of Service – Gift card to a value of \$50
- 10 Years of Service – Gift card to a value of \$100
- 15 Years of Service – Gift card to a value of \$150
- 20 Years of Service – Gift card to a value of \$200
- 25 Years of Service – Gift card to a value of \$250
- 30 Years of Service – Gift card to a value of \$300
- 35 Years of Service – Gift card to a value of \$350 ^{Note 1}

Auxiliary and Casual Employees:

- 5 Years of Service – Gift card to a value of \$25
- 10 Years of Service – Gift card to a value of \$50
- 15 Years of Service – Gift card to a value of \$75
- 20 Years of Service – Gift card to a value of \$100
- 25 Years of Service – Gift card to a value of \$125
- 30 Years of Service – Gift card to a value of \$150
- 35 Years of Service – Gift card to a value of \$175 ^{Note 1}

C. Annual Safety Awards

Annually the City will recognize, through a peer-nomination process, individuals who have championed safety at the work place.

The Annual Safety Awards include 5 awards:

- **Safety Improvement – *So Much Safer Now* Award**
This award is given to the individual who has shown the most improvement and/or contributed positively in their safe work behaviors and made a contribution to our positive “experience rating” as a City, over a period of 2-3 years
- **Occupational Health & Safety Leader – *Health and Safety is My Thing!* Award**
This award is given to the individual who has demonstrated the greatest leadership in terms of health and safety at the City.
- **Health & Safety Stewardship – *On the Safety Crew & Leading the Way!* Award**
This award is given to a member of the JOHSC that has demonstrated the greatest stewardship.
- **Junior Health & Safety Leader - *Young & Staying Safe* Award**
This award is given to the junior up and coming individual involved and passionate about health and safety who has developed a Health & Safety initiative or solution to assist in achieving compliance. Must be no older than 25 years of age and not more than 3 years as city employee
- **Innovative Safety Solution – *Cool Safety Idea!* Award**
This award is given to the individual that has achieved success addressing challenges in health and safety with a new or novel approach. The purpose of this award is to encourage the sharing of forward-thinking ideas which have been implemented to create a safer, healthier work environment, and practices which go beyond what is considered routine in the industry.
- Individual Awards: Gift card to a value of \$100 (*maximum of 1 award per individual, per year*)
- Awards Committee: OH&S Advisor/Chair, HR Manager, 2 outside managers (exempt), 1 inside manager (exempt), 1 Worker representative from the Corporate Joint Occupational Health and Safety Committee (JOHSC), 1 Worker representative (IAFF) from the Fire Department Joint Occupational Health and Safety Committee (JOHSC).

D. Retirement Awards

Gifts and/or celebrations recognizing employees who retire after a significant period of employment.

On retirement of an employee with a minimum of five years of service, a gift of

the employee's choice will be presented at a retirement party or luncheon, if they choose to have one, held in their honor. The type and nature of the function will be determined by the retiree. The value of the gift shall be \$30* per year of service limited to no more than \$500 per employee.

The City will make a contribution to a corporate wide retirement function as follows:

- Serving 5 years - \$250
- Serving from 6 to 10 years - \$350
- Serving from 11 to 15 years - \$450
- Serving from 16 to 20 years - \$550
- Serving from 21 to 25 years - \$700
- Serving from 26 to 30 years - \$850, and
- Serving for 31 years and over - \$1000. ^{Note 1}

Note 1 All monetary awards including gift cards may be considered income for the employee and will be taxed accordingly in accordance with the CRA tax regulation.

E. Public Recognition

The opportunity for the public to recognize staff.

If a member of the public would like to recognize a staff member, they will have the opportunity to do so through recognition/thank you cards available at the front counters of all City buildings.

F. Employee Resignation

When an employee resigns from the City, departments may choose to recognize their contributions through a gift and/or function – which will be funded through the department.

5. Roles and Responsibilities

- (a) Recognition Awards, Safety Awards and Retirement Awards to be administered by Human Resources;
- (b) Human Resources and Payroll will ensure that all monetary awards including gift cards will be processed as income for the employee and will be taxed accordingly in accordance with the CRA tax regulation.

6. **Prohibitions**

None identified.

7. **Related Policies**

None identified.