

MUNICIPALITY OF SIOUX LOOKOUT
ADMINISTRATIVE PROCEDURE NO. 3-42

SUBJECT: **EMPLOYEE RECOGNITION PROGRAM**

SECTION: Personnel

APPLIES TO: All Employees

EFFECTIVE: November 16, 2005

42.1 **POLICY**

Council, in its desire to formalize a program whereby employees could be recognized for exemplary performance which is measurably above and beyond normal expectations, has enacted the Employee Recognition Program as policy.

42.2 **ELIGIBILITY**

All Municipal staff including full-time, part-time, seasonal be they regular, temporary or fixed term contract employees are eligible to be considered for recognition under this program.

42.3 **HOW TO INITIATE RECOGNITION**

To initiate the recognition of an employee a written signed submission on the Employee Recognition Nomination Form (Form AP42-1) outlining the reasons an employee is being nominated shall be delivered to the office of the Chief Administrative Officer.

42.4 The nomination may be submitted by any staff member as noted in item 42.2, member of Council or the public.

42.5 Whether the employee nominated ultimately is deemed worthy of recognition under the program or not, the person initiating the nomination will be advised of the evaluation team's decision, however the basis of that decision will not be forwarded nor explanation offered.

42.6 **NOMINATION REVIEW COMMITTEE**

Committees of three (3) persons shall be established to provide for an objective and uniform approach to evaluating nominations. There shall be a minimum of three (3) levels of committees that reflect a cross-section of the hierarchy of staff positions with overlapping appointees. Due to the relatively small workforce, the committee makeup may differ, especially when multiple nominations are to be considered. The Chief Administrative Officer shall provide direction.

Example: Review Committee Composition

(0-1) Non-supervisory staff

(0-2) Supervisory non-department head

(0-2) Department head

(0-1) Chief Administrative Officer

(0-1) Council member

Note: The initiator may make a presentation to the Review Committee in support of the nomination.

- 42.7 A triad of department heads will initially review all decisions of the review committee(s) to ensure consistency of evaluation and the granting of recognition.
- 42.8 Regardless what the type of recognition, all attempts will be made to quantify its value in dollars and then be placed into a category. The suggested categories are as follows:
- | | | |
|---------------|---------------|----------------|
| up to \$100 | \$200 - \$300 | \$400 - \$500 |
| \$100 - \$200 | \$300 - \$400 | \$500 and over |

Note: Any single recognition recommended over \$500.00 in value shall be endorsed by Council. Any recognition under \$100.00 need not go through the full process and can be initiated by a Department Head through the Chief Administrative Officer.

- 42.9 Each category of recognition shall have a limited menu of choices so as to lessen the chances of one being recognized in a manner that isn't desired by he or she.
- 42.10 It would be extremely difficult to identify every conceivable criterion, however it is less difficult to identify characteristics of performance that are recognizable via this program.

Some such characteristics are:

- i) Exemplary performance: going beyond the call of duty on a regular or specific basis with positive results for the Municipality.
- ii) Assuming added responsibilities or duties positively on a specific or ongoing basis that result in the continued delivery of high quality service to the residents of the Municipality of Sioux Lookout **(Note: that did not result in pay grid adjustment)**
- iii) Acted in a manner on a specific or ongoing basis that has resulted in a high degree of customer satisfaction and positive public relations that were beyond the expected norm.
- iv) Make personal sacrifices in order to see a Municipal goal or objective accomplished.
- v) Demonstrated a new or innovative approach to a process or project that resulted in a positive outcome for the Municipality.
- vi) Others as may be identified over time and throughout the process.

42.11 **FUNDING**

Money will be budgeted annually for this program. Any unused portions shall be placed into the Employee Recognition Program reserve at year-end. Subsequent budgets shall only be a topping up of this reserve to the initial amount.

**MUNICIPALITY OF SIOUX LOOKOUT
EMPLOYEE RECOGNITION PROGRAM
NOMINATION FORM**

NAME OF EMPLOYEE BEING NOMINATED: _____

REASON(S) YOU ARE NOMINATING THIS PERSON:

OTHER RELEVANT INFORMATION:

DATE: _____

NAME: _____

SIGNATURE: _____

FOR REVIEW COMMITTEE CHAIR USE ONLY

CHAIR:

MEMBERS:

RECOGNITION CHARACTERISTICS BEING MET:

COMMENTS:

RECOMMENDATION:

DATE:

CHAIRPERSON SIGNATURE: