

POLICY

	Policy:	Employee Recognition and Expressions of Care		
	Department:	Corporate Services	By-Law No.:	N/A
	Division:	Human Resources	Approval Date:	November 25, 2019
	Authority:	Manager of Human Resources		
	Replaces:	1) Retirement Recognition Celebration Policy - July 27, 2009 2) H01- Long Service Award - March 21, 2011 3) H15 - Expressions of Care - March 4, 2013		
	Attachment(s):	N/A		

1. POLICY STATEMENT

The Corporation of the Town of Amherstburg is committed to recognizing and acknowledging the valuable contributions Council members and employees make to the organization at designated service intervals, up to retirement. The Town is also committed to expressing care for Council members and employees when they experience a joyous, sorrowful or special event in their life.

2. PURPOSE

- 2.1. This policy provides guidelines to formally acknowledge and show appreciation to Council members, employees and retirees for their efforts that further the mission and values of the Town.
- 2.2. This policy describes the process for recognizing individuals at designated years of service intervals.
- 2.3. This policy defines the circumstances when an expression of care is warranted.

3. SCOPE

- 3.1. This policy applies to all Council members, regular full-time employees and regular part-time employees of the Town of Amherstburg who meet prescribed criteria for recognition, except for employees of the Fire department that receive recognition and expressions of care under another practice, process or policy.
- 3.2. This policy shall be reviewed every five (5) years from the date it becomes effective, and/or sooner at the discretion of the Chief Administrative Officer (CAO) or designate.

4. DEFINITIONS

- 4.1. **Family Member** for the purpose of this policy refers to immediate family members including the employee's spouse/partner and children.

Other common definitions, acronyms, and terms are available in the Glossary located on the Town's Policies webpage.

5. INTERPRETATIONS

Any reference in this policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to

time. Any references to a by-law or Town policy shall be deemed to be a reference to the most recent passed policy or by-law and any replacements thereto.

6. GENERAL CONDITIONS

6.1. Recognition Framework

Recognition is an essential component of employee engagement. Practices and activities can influence the organization with the following outcomes:

- 6.1.1. Contribute to a positive work environment and enhance workplace culture;
- 6.1.2. Increase morale and loyalty to the organization;
- 6.1.3. Encourage creativity and initiative;
- 6.1.4. Foster professional growth and development;
- 6.1.5. Improve programs and services;
- 6.1.6. Reinforce exceptional customer service standards.

6.2. Long Service Awards

- 6.2.1. Long service awards will be given to eligible recipients, including a monetary award and or a plaque, based on the eligible continuous years of service in municipal government as outlined in the tables below.
- 6.2.2. A long service plaque will be presented to each eligible recipient on behalf of Council by the Mayor or designate at the Staff Appreciation Holiday Banquet.
- 6.2.3. For eligible recipients not present at the recognition event as noted in section 6.2.2 of this policy, the plaque will be conveyed to the eligible recipient by the CAO or designate.
- 6.2.4. The monetary award will be paid to eligible recipients through payroll on the last pay in the year of eligibility and reported as a taxable benefit from employment in accordance with Canada Revenue Agency requirements.

Full-Time Employees:

10 years of service	Engraved plaque with bar stating 10 years of service
15 years of service	\$100 plus a bar for their plaque stating 15 years of service
20 years of service	\$150 plus a bar for their plaque stating 20 years of service
25 years of service	\$300 plus a bar for their plaque stating 25 years of service
30 years of service	\$500 plus a bar for their plaque stating 30 years of service
35 years of service	\$700 plus a bar for their plaque stating 35 years of service
Council Members who serve more than one Term of Council	A plaque recognizing their service

Part Time Employees:

10 years of service	Engraved plaque with bar stating 10 years of service
15 years of service	\$50 plus a bar for their plaque stating 15 years of service
20 years of service	\$75 plus a bar for their plaque stating 20 years of service
25 years of service	\$150 plus a bar for their plaque stating 25 years of service
30 years of service	\$250 plus a bar for their plaque stating 30 years of service
35 years of service	\$350 plus a bar for their plaque stating 35 years of service

6.3. Retirement Recognition

- 6.3.1. Employees who have completed at least ten (10) years of continuous service in municipal government and retire on an OMERS pension, will receive retirement recognition including a monetary award and a plaque.
- 6.3.2. A retirement plaque will be presented to the retiree on behalf of Council by the Mayor or designate at the Staff Appreciation Holiday Banquet.
- 6.3.3. The retiring employee may invite immediate family members to the event and the Town will cover the cost of meals for the employee and their family members in attendance at the event.
- 6.3.4. For retiring employees not present at the recognition event as noted in section 6.3.2 of this policy, the awards will be conveyed to the recipient by the CAO or designate.
- 6.3.5. The retiring employee will receive a monetary gift, of \$300 for full-time employees or \$150 for part-time employees, which will be paid through payroll on the retiring employee's last pay in the year of retirement, and reported as a taxable benefit from employment in accordance with Canada Revenue Agency requirements.

6.4. Gifts as Expressions of Care

Expressions of care will be provided for regular full-time employees, regular part-time employees and Council members upon notification to the Town (Human Resources) of a birth/adoption, hospitalization/at-home recovery or bereavement. Gifts as expressions of care will be conveyed by the CAO or designate as follows:

6.4.1. Birth/Adoptions

- 6.4.1.1. A floral tribute, gift basket or charitable donation in the amount of \$75.00 (including tax and delivery) will be conveyed on behalf of the Mayor, Council and Administration to eligible recipient, or in the case of the donation on behalf of the eligible recipient, to celebrate the birth or adoption of a child.

6.4.2. Hospitalization/At-Home Recovery

- 6.4.2.1. A floral tribute or gift basket in the amount of \$75.00 (including tax and delivery) will be conveyed on behalf of the Mayor, Council and Administration to eligible recipients when hospitalized for at least five business days or recuperating at home for a period more than two weeks due to a major illness or injury.

6.4.3. Bereavement

- 6.4.3.1. A floral tribute, gift basket or charitable donation in the amount of \$75.00 (including tax and delivery) will be conveyed on behalf of the Mayor, Council and Administration to employees upon the death of the employee or Council member's spouse or common-law spouse, child, step-child, mother or father.

7. **RESPONSIBILITIES**

7.1. **Council** has the authority and responsibility to:

- 7.1.1. Acknowledge contributions of eligible employees and members of Council in accordance with this policy.
- 7.1.2. Approve budgetary funding to support application of this policy.

- 7.2. **Chief Administrative Officer** has the authority and responsibility to:
 - 7.2.1. Foster an environment that acknowledges and appreciates members of Council and staff both informally and formally in accordance with this policy
 - 7.2.2. Ensure implementation of this policy and related procedures to provide appropriate recognition to eligible recipients.

- 7.3. The **Manager of Human Resources** has the authority and responsibility to:
 - 7.3.1. Ensure the efficient and effective delivery of the policy.
 - 7.3.2. Working collaboratively with management to plan and facilitate recognition in accordance with this policy.

- 7.4. All **Directors, Managers and Supervisors** have the authority and responsibility to:
 - 7.4.1. Promote and support informal employee recognition efforts.
 - 7.4.2. Review this policy with their staff.

- 7.5. **Employees** have the responsibility to:
 - 7.5.1. Inform Human Resources when life events relative to this policy occur.

8. REFERENCES AND RELATED DOCUMENTS

- 8.1. Ontario Municipal Employees Retirement System Act, 2006, S.O. 2006, c. 2
- 8.2. CRA Employers' Guide – Taxable Benefits and Allowances