

## TOWN OF SLAVE LAKE

### Human Resources

Department:	Human Resources	Policy No:	CRS.HR-23.1009
Policy Title:	Employee Service and Recognition	Issue Date:	08-08-2024

### **1. PURPOSE**

1.1. The objective of this policy is to:

- 1.1.1. Encourage efficiency in the operation of the Town of Slave Lake.
- 1.1.2. Promote the morale, well-being, and security of the employees.
- 1.1.3. Ensure the provision of consistent standards and procedures regarding employee policy to retain and attract high-caliber employees.
- 1.1.4. Ensure that that the employees of the Town of Slave Lake are given fair and equal treatment.

### **2. POLICY STATEMENT**

- 2.1. The Town of Slave Lake Lake will provide a fair and equitable system for all positions and employees that are capable of attracting, retaining, developing, and motivating qualified employees for the Town. The Town will maintain and improve the conditions of employment between the Town and the employees.

### **3. DEFINITIONS**

3.1. Length of Service

- 3.1.1. Length of continuous employment for the Town of Slave Lake including periods of authorized leave up to and including three (3) calendar months. (The period of authorized leave is deemed to have been worked time for the purpose of calculating length of service.) Casual seasonal employees do not earn years of service unless they are subsequently employed as a permanent or permanent part-time

employee. In this case, the actual time worked for the Town as a casual seasonal employee since their last full-time employment with another employer will be included as length of service.

### 3.2. Resigning Employee

- 3.2.1. For the purposes of this policy, resignation is limited to employees who, without employer influence, choose to resign. (The CAO will decide on borderline cases.)

### 3.3. Service Plateau

- 3.3.1. The number years of service at which an employee will be recognized. (i.e., 5 years, 10 years, 15 years etc.)

## **4. GUIDELINES**

### 4.1. Responsibilities

#### 4.1.1. Directors

- 4.1.1.1. See that all qualifying employees within their department are recognized under this policy.
- 4.1.1.2. Plan and pay for employee recognition costs within their department's budget.

#### 4.1.2. Human Resources

- 4.1.2.1. Annually notify Directors of retirement and service plateaus to be attained by employees for the year by January 1<sup>st</sup> of each year.
- 4.1.2.2. Recommend changes to Director of Corporate Services and CAO.

#### 4.1.3. Immediate Supervisor

- 4.1.3.1. Plan and implement employee recognition (i.e., gift purchasing and function planning) in consultation with the Director(s) responsible.

#### 4.2. Standards and Guidelines

- 4.2.1. All gifts (for resignation, retirement, or service plateaus) provided to employees by the Town will be valued at approximately \$50.00 (not including GST) per year of service. Presentations to employees of Town sponsored gifts will normally be made by the Directors of appropriate departments.
- 4.2.2. Should an employee be retiring or resigning the same year as a service plateau is achieved, a combined service plateau and retirement gift may be purchased.
- 4.2.3. Co-workers are encouraged to recognize employees leaving the organization in addition to levels which the Town provides. Any recognition above the standards stated in this policy will not be the responsibility of the Town.

#### 4.3. Policy Procedures

##### 4.3.1. Resignation

- 4.3.1.1. Employees who will resign will be recognized for their contribution and extended best wishes into the future as follows:
  - 4.3.1.1.1. After five years of service a farewell gathering at no cost to resigning employee or resigning employee's spouse and kids, as well as gift presented on behalf of the town.
  - 4.3.1.1.2. Each employee attending will be expected to pay for their own meal; the Town will not be responsible for meal costs, except for the departing employee, departing

employee's spouse & children & hosting Director with spouse.

#### 4.3.2. Service Plateau

4.3.2.1. Service plateaus are five (5), ten (10), and fifteen (15) with increments of five (5) years thereafter.

4.3.2.2. Employees reaching a service plateau will receive a gift.

4.3.2.3. Permanent employees will be recognized upon achieving a service plateau at the following staff Christmas gathering. All costs for the employee and spouse, excluding alcohol, will be paid for by the Town.

4.3.2.4. Permanent part-time employees will be recognized at the same service plateaus and in the same manner as permanent full-time employees.

#### 4.3.3. Retirement

4.3.3.1. Employees who retire will be invited, along with their immediate family, to a separate retirement gathering hosted by the Town, at no cost to the retiring employee and their immediate family. The Town will provide a gift in appreciation of service with the Town.

4.3.3.2. All retirement gatherings will take place within 60 days before the last day worked by the employee.

4.3.3.3. The Mayor and all the members of the Town Council will be invited to attend all employee retirement gatherings.

4.3.3.4. All permanent employees who retire while employed by the Town shall be invited, with their spouse, to subsequent Town Christmas and retirement gatherings.

#### 4.3.4. Special Invites

- 4.3.4.1. On those years where The Town of Slave Lake holds an election, the outgoing Council and/or Mayor shall be invited to the Town Christmas Party, in recognition of their dedication to the Town.

#### 4.4. Reward and Recognition

##### 4.4.1. Definitions

###### 4.4.1.1. Nominator:

- 4.4.1.1.1. Any person or persons within the organization (Town of Slave Lake) who feel(s) that an employee has gone above and beyond the bounds of their job description and made the extra effort needed to complete a given task.

###### 4.4.1.2. Form:

- 4.4.1.2.1. The nomination form provided by the Town to be filled out by the person or persons Nominating an employee or employees for recognition. (See Appendix IV).

###### 4.4.1.3. Award:

- 4.4.1.3.1. A monetary or non-monetary recognition award presented the employee or employees at a chosen time and place as seen fit by the employee's Supervisor and Human Resources. This award will be approved by the Director and CAO.

###### 4.4.1.4. Peer employee:

- 4.4.1.4.1. A fellow employee to the person nominated, who is chosen to assist in the review process. Said employee may or may not be from the same department as the nominee.



#### 4.5. Responsibilities

##### 4.5.1. Human Resources

- 4.5.1.1. Receives and reviews all nominations and assures that the recognition adheres to this Policy; Assists the Director in determining the level of reward that is appropriate for the recognition.

##### 4.5.2. Director

- 4.5.2.1. Works with Human Resources in determining if the recognition is appropriate and what the reward should be.

##### 4.5.3. Supervisor

- 4.5.3.1. Works with Human Resources and the Director in determining if the recognition is appropriate and what the reward should be.

##### 4.5.4. Peer Employee

- 4.5.4.1. Works with the Director, Human Resources and the Supervisor in determining if the recognition is appropriate and what the rewards should be.

#### 4.6. Guidelines

- 4.6.1. The areas addressed in this policy are never all-encompassing and complete: Town staff are encouraged to support and contribute to the manual so they provide a realistic framework from which consistent direction can be drawn and to ensure currency and usefulness of the policies.
- 4.6.2. Rewards should be given for significant outstanding performances, beyond the expectations of the job and should be tied to a specific accomplishment.

4.6.3. Care should be given for significant outstanding performances, beyond the expectations of the job and should be tied to a specific accomplishment.

4.6.4. Rewards should not be a substitute for a competitive salary plan.

4.6.5. Rewards should not be used as a substitute for supplies, support services, or training.

4.6.6. Said award will not exceed \$50 value per person per event. Items may include, but are not limited to, gift certificates, cups, mugs, shirts, jackets, or tools.

#### 4.7. Policy Procedures

4.7.1. Any person, or persons, nominates an employee for reward/recognition for his/her actions, using the appropriate nomination form. (See Appendix IV.)

4.7.2. Human Resources, the Director, the employee's Supervisor, and the peer employee will determine if said employee or employees are eligible for the reward based on the following four criteria.

##### 4.7.2.1. Job Performance

4.7.2.1.1. Individuals exceed in excellence in job performance by producing exceedingly high-quality work consistently and dependably. They display a deep knowledge of, and expertise in, their field. Individuals exhibit pride in accomplishment, strive towards job-related improvement, and seek to enhance both product standards and work efficiency.

##### 4.7.2.2. Dedication

4.7.2.2.1. Dedicated individuals, goes beyond the bounds of the job description and makes the extra effort needed to complete a given task, exhibits loyalty to co-workers and citizens of the community, as well as demonstrating commitment to the goals of the Town.

4.7.2.3. Positive Attitude

4.7.2.3.1. "Customer-oriented" aptly describes people with positive attitudes. They are friendly, courteous, and helpful, combining professionalism with enthusiasm. Strong communication skills help them establish and maintain a rapport with members of the community and staff.

4.7.2.4. Team Player

4.7.2.4.1. Good team players always treat other team members with respect. They consider the ideas and opinions of others, share information, and willingly accept responsibility. Utilizing strong interpersonal skills, they work toward maintaining harmonious relationships and by doing so, enhance team productivity.

4.7.3. Once it is determined that the employee is eligible for recognition, the appropriate reward will be determined and presented to the employee, at an appropriate time determined by the Director.

## **5. CONTRAVENTIONS OF THE POLICY**

5.1. Contraventions of the Policy may lead to disciplinary action up to and including termination of employment.

## **6. REVIEW AND POLICY**



- 6.1. This Policy will be reviewed and may be amended from time to time based on the needs and experiences of our workplace.

## **7. APPROVAL AND REVISION CONTROL**

APPROVED BY:	SIGNATURE:	DATE:
1. Chief Administrative Officer		2024-08-20

## Appendix IV Reward Recognition Form

Nominator Information		Date:
First Name:		
Last Name:		
Address:		
Phone Number:		

Nominee Information	
Employee Name:	
Department (if known):	

Using the following guidelines that are used for recognition, please give a brief description of why you feel this employee, or employees, deserve recognition (note the employee will be reviewed based on all four guidelines).

<b>Job Performance</b>	Individuals exceed in excellence in job performance by producing exceedingly high quality work consistently and dependably. They display a deep knowledge of, and expertise in their field, they exhibit pride in accomplishment, they strive toward job-related improvement and they seek to enhance both product standards and work efficiency.
<b>Dedication</b>	Dedicated individuals go beyond the bounds of job description and make the extra effort needed to complete a given task. They exhibit loyalty to their co-workers and citizens of the community as well as demonstrating their commitment to the goals of the Town.
<b>Positive Attitude</b>	Customer oriented aptly describes people with positive attitudes. They are friendly, courteous, and helpful, combining professionalism with enthusiasm. Strong communication skills help them establish and maintain a rapport with members of the community and staff.
<b>Team Player</b>	Good team players always treat other team members with respect. They consider the ideas and options of others, share information, and willingly accept responsibility. Utilizing strong people skills, they work toward maintaining harmonious relationships and by doing so, enhance team productivity.



## Reward Recognition Form

Please use this page to explain why you feel this employee should be recognized.

## OUTSTANDING HEALTH AND SAFETY RECOGNITION

Nominator Information		Date:
First Name:		
Last Name:		
Address:		
Phone Number:		

Nominee Information	
Employee's Name:	
Department (if known):	
Position	

Using the following guidelines that are used for recognition, please give a brief description of why you feel this employee, or employees, deserve recognition (note the employee will be reviewed based on all four guidelines).

<b>Job Performance</b>	Individuals must exceed in excellence in job performance when it comes to doing their job safely. They must display a deep knowledge of Health & Safety in their field and exhibit this in their day-to-day performance.
<b>Dedication</b>	Dedicated individuals go beyond the bounds of working in a safe working environment and ensure those around them are doing the same.
<b>Positive Attitude</b>	Individuals must bring a positive attitude when it comes to Health & Safety. Encouraging others to make sure everyone is following OH&S guidelines and bring forward recommendations. Reporting incidents and near misses and participating in monthly inspections with a positive outlook.
<b>Team Player</b>	Good team Players always treat other team members with respect. They consider the ideas and options of others, share information, and willingly accept responsibility.







