

## Employee Recognition

<b>Reviewed Date</b>	<i>August 8, 2007</i>	<b>Number</b>	<i>HR0301</i>
<b>Revised Date</b>	<i>August 25, 2021</i>	<b>Approved Date</b>	<i>February 26, 1998</i>

### Introduction

The Board of Health believes it is important to recognize the years of service given to the health unit by its employees and its members.

### Purpose

In appreciation of the years dedicated towards achieving the standards of excellence in programs and services for which this health unit is known, recognition and awards will be presented as specific milestones are achieved.

### Legislative Authority

N/A

### Policy Definitions and Interpretation

**Years of Service:** Includes all time off during Statutory Leaves but does not include time on paid/unpaid absences from work in excess of 6 calendar months.

**Most Recent Date of Hire:** If there has not been a break in employment with SMDHU of more than 13 weeks the employee’s initial hire date will also be deemed to be their “most recent date of hire” for the purposes of this policy.

### Policy

Upon completion of specified years of service, board members and employees will be presented with recognition and awards as outlined below. Effective the date of this revised policy, years of service awards will now be calculated based on an employee’s service with SMDHU from their initial hire date, provided there has not been a break in service of more than 13 weeks, otherwise their service will be based on their “most recent date of hire”. Employee service awards and recognition will be presented to employees within 60 days following achievement of their service milestone.

Employees have a maximum of 365 calendar days to select their recognition award.

All employees who received a service award in the current calendar year will be recognized in the next calendar year at the annual staff education day or similar event.

Awards and individual recognition for employees with 25 or more years of service may be distributed at the annual staff education day or similar event, otherwise they will be coordinated through the direct supervisor. Gifts selected by board members or employees will be from the reward and recognition program and/or supplier currently in place at the health unit.

**Service Recognition Awards for Board Members**

Upon departing the Board	<p>Engraved gift (plaque) and letter from Board Chair with gift as per the following:</p> <ul style="list-style-type: none"> <li>• Less than and including 3 years a Board Member can select a gift with a value of \$75</li> <li>• More than 3 years and up to and including 8 years a Board Member can select a gift with a value of \$150</li> <li>• More than 8 years and up to and including 12 years a Board Member can select a gift with a value of \$200</li> <li>• Over 12 years a Board Member can select a gift with a value of \$250.</li> </ul>
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**Service Recognition Awards for Employees**

Upon hire	SMDHU logo pin
5 years	Long Term Service Framed Certificate along with selected gift of employee's choice valued at \$ \$75
10 years	Long Term Service Framed Certificate along with selected gift of employee's choice valued at \$150
15 years	Long Term Service Framed Certificate along with selected gift of employee's choice valued at \$250
20 years	Long Term Service Framed Certificate along with selected gift of employee's choice valued at \$300
25 years	Long Term Service Framed Certificate along with selected gift of employee's choice valued at \$350, or the equivalent in cash minus deductions, name on honour scroll, \$75 towards a reception
30 years	Long Term Service Framed Certificate along with selected gift valued at \$500 or the equivalent in cash minus deductions. Name on honour scroll, \$75 towards a reception
35 years	Engraved gift (\$600) of employee's choice, or the equivalent in cash minus deductions, name on honour scroll, \$75 towards reception

**Recognition for Retirees**

The Board of Health for the Simcoe Muskoka District Health Unit will provide a contribution to purchase either a gift, support a retirement event, or the equivalent in cash minus deductions or a combination for staff members who are at least 55 years of age who have advised SMDHU in writing they are formally retiring from SMDHU and who have service at the Health Unit since their “most recent date of hire”, as defined herein, of:

10 to 15 years	\$200.00 in total
16 to 20 years	\$300.00 in total
21 years plus	\$400.00 in total

**Procedures**

1. Human Resources will be responsible for the calculation of years of service and initiation of the appropriate awards and recognition. Human Resources will contact Board members and employees who are eligible for an individualized gift and will be responsible for ensuring the gift is ordered and received by the Board member or employee.
2. All employees who received a service award in the current calendar year will be recognized in the next calendar year at the annual staff education day or similar event. Honourable mention will be given to both Board members and employees who have reached the service recognition award milestones listed within this policy.
3. Service recognition awards for employees with 25 or more years of service and Board members who will not be re-appointed will receive individual recognition at the annual staff education day or similar event otherwise they will be coordinated through the direct supervisor.
4. Departments will be responsible for the reception for service recognition awards through the direct supervisor. When more than one reception is planned for a particular office, the money for each individual can be combined to hold one large reception.
5. Contributions from the Board of Health for retirees can be obtained by contacting Human Resources.
6. Employees who feel they have not received the appropriate recognition award may contact their manager or Human Resources.

**Related Policies**

N/A

**Related Forms**

N/A

**Final Approval Signature:** \_\_\_\_\_

Review/Revision History:

February 17, 2000 - Revised

September 19, 2007 – Revised

September 2010 Policy re-numbered, previous number B3.080

May 25, 2021, Updates BOH and revisions on criteria and awards

August 25, 2021, Revised rates in line with recognition program