



**MUNICIPALITY OF THE COUNTY OF KINGS**  
**Employee Recognition Policy**

**Creation Date:** June 18, 2013  
**Approval Date:** July 2, 2013  
**Revision Date:**

**Policy Category:** Human Resources  
**Next Review Date:** June 18, 2016  
**Replaces:**

**1. Purpose:**

It is the policy of the Municipality of Kings to recognize excellence in public service through exemplary performance and special achievements through the Employee Recognition Policy.

**2. Objective:**

2.1 **Objectives** of this policy are to:

- a. ensure a process is in place to recognize employees for special achievements;
- b. outline the roles and responsibilities of staff and Council.

**3. Responsibilities:**

3.1 **Council** will:

- a. ensure that the Municipality of the County of Kings has in place an Employee Recognition Policy.
- b. review, amend, and adopt changes to the Employee Recognition Policy.

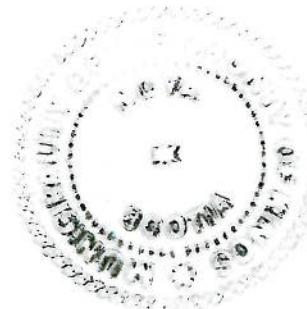
3.2 The **Chief Administrative Officer** will:

- a. administer and implement the Employee Recognition Policy of the Municipality.
- b. identify necessary revisions to the Employee Recognition Policy in consultation with other Council and managerial staff.
- c. ensure that staff are advised of the Employee Recognition Policy as located in the Policy Manual.

3.3 **Employees** will:

- a. be familiar with, and act in accordance with, the Employee Recognition Policy.

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**Employee Recognition Policy**

**4. Nomination Program – Excellence in Public Service Award**

**4.1 Who is Eligible and What Special Achievements Shall be Considered**

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 policy.

Below is a suggested list of special achievements that may qualify for an Excellence in Public Service Award:

- I. Extraordinary effort and / or continuous excellence in service to the public;
- II. 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;
- III. Outstanding professionalism and competence in completion or implementation of a project with significant benefit to the community or Municipality;
- IV. Consistent and outstanding performance at work (i.e. employee regularly finds 'better ways to do it', is a problem solver, expediter, assists others to do their jobs better or serves as a mentor, teacher, or role model for others);
- V. Implementation of innovative and practical new work methods, programs or cost saving solutions that have a substantial impact on improving service and efficiency;
- VI. Heroism in response to an emergency situation;
- VII. Exceptional community volunteerism with a positive impact on the lives of others;
- VIII. Made a significant contribution to the health and safety program in their service area and / or the Municipality;
- IX. Other meritorious performance or actions of a similar nature.

**4.2 How to Nominate an Employee**

To nominate an Employee (or group of Employees), the submitter must complete a Recognition Nomination Form (Appendix A) and provide any other supporting documentation (reports, letters, etc...) outlining the reasons an employee is being nominated.

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**Employee Recognition Policy**

The Nomination Form is to be submitted to the CAO for consideration / action and all nominations must be received prior to the first Monday in November to be considered.

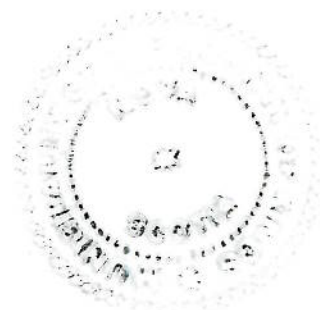
The nomination may be submitted by any staff member, member of Council or the public.

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 CAO's decision, however the basis of that decision will not be forwarded nor explanation offered.

**4.3 Awards Ceremony**

Awards will be distributed to successful recipients at the December Committee of the Whole session in a Special Awards ceremony following the Long Service Awards ceremony.

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Employee Recognition Policy

Appendix A  
Municipality of the County of Kings  
Employee Recognition Program  
Nomination Form

Name of Employee being Nominated: \_\_\_\_\_

Reason(s) you are nominating this Employee:

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

OPTIONAL – Please attach any documents such as reports, letters, emails, etc...to support your nomination.

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