

COMMUNITY LIVING DURHAM NORTH

EMPLOYEE RECOGNITION

Policy No. C-17 (Human Resources)

Effective Date: May 1, 2007

Last Revision:

Last Review: January 5, 2013

Rationale:

In the face of chronic under-funding and our modest compensation packages, the Association must search out every alternative means to ensure that its employees know their contribution is valued and appreciated.

Policy Statement:

The Association values its most important resource - its employees. The talents and skills that people bring to the workplace, as well as their special efforts and achievements, here and elsewhere, will be properly recognized.

Approved by: Larry Leonard  
for the Board of Directors

Date: May 1, 2007

## COMMUNITY LIVING DURHAM NORTH

### EMPLOYEE RECOGNITION

Procedure No: C-17-1  
**Employee Recognition Program**

Effective Date: June 16, 2010  
Last Revision: January 5, 2013  
Last Review:

- To implement this policy an Employee Recognition Program is in place and is coordinated by the Director of Administrative Services or designate. This function will involve the solicitation of information, the maintenance of records, the organization of recognition events, etc. However, the active participation of all employees is required to ensure that the program is carried into individual work teams; that the necessary information is forthcoming, and that recognition is received where it is due.
- Special contributions or extraordinary initiative, on the part of an employee or employees who provide direct support to people, will be honoured through the monthly “**Big Believer - High Achiever**” program. The focus of the effort or achievement must be helping a supported person to make progress towards his or her desired goals, exemplifying in the process the philosophy of *Personal Outcomes Measures*.

People can be nominated by fellow employees, by entire staff teams, by a manager or by the person or people they support. However, entire staff teams cannot be nominated.

Nominations need to be submitted to the committee by the 15<sup>th</sup> of the month. All nominations will be announced agency wide on the 1<sup>st</sup> of the following month. Depending on nominations, more than one person may be selected.

- Annually, the Board of Directors will review the original nomination forms outlining the achievements of everyone who has won a monthly “**Big Believer - High Achiever**” award during the course of that year and will award the agency’s grand prize - the Star of Excellence Award.
- Length of service awards, with small but tangible tokens of appreciation, will be awarded annually.
- Our Staff Newsletter will recognize birthdays and when it is made aware of personal achievements or contributions to the community, through other associations or service clubs, it will acknowledge these as well.
- Management will be constantly aware of the desirability of providing staff who have special skills or interests with meaningful opportunities to apply them in the workplace.

The special projects or responsibilities that result will not constitute extra work so much as opportunities to do particular kinds of work that one enjoys or does especially well.

- Management will also be constantly aware that special effort is best recognized immediately, when it is observed, and from front-line Managers through to the Executive Director and Board President, acknowledging such effort will be recognized as a priority.
- Ongoing dialogue with employees and employee representatives will be maintained in order to identify new and alternative means of Staff Recognition that people perceive as meaningful.
- A cash incentive of \$100 will be paid to full time employees who demonstrate a perfect attendance record over an entire calendar year. A cash incentive of \$50 will be paid to full time employees who use only a single sick day over an entire calendar year. The names of employees who win these incentive rewards will be published in the Staff Newsletter.

Approved by: Glenn Taylor  
CEO

Date: January 5, 2013