

Section: <b>E</b>	Policy Number: <b>E-019</b>	Approval Date: <b>February 20, 2013</b>
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### Staff RECOGNITION

Community Living-Central Huron believes that recognizing and honouring Staff for their service to the Agency and people it supports is an important component of a positive and productive work environment. Each employee contributes in a variety of ways to support the Agency to achieve its vision. Recognition should be fair, transparent, inclusive, timely and be meaningful and reflect the preferences of the recipient.

The Board of Directors of Community Living-Central Huron will demonstrate its appreciation to Staff by way of a Staff Recognition Program as follows:

- acknowledging Staff for continuous years of service with a gift and/or gift certificate at 5 year intervals, beginning with the completion of 5 continuous years of service and then every fifth year, thereafter. A year of service is based on the Agency's fiscal year, April 1<sup>st</sup> to March 31<sup>st</sup>. The gift/gift certificate's value increases at each 5 year interval between 5 and 40 years of service as follows:
 

after 5 years	- value \$20.;
after 10 years	- value \$35.;
after 15 years	- value \$50.;
after 20 years	- value \$100.;
after 25 years	- value \$200.;
after 30 years	- value \$300.
after 35 years	- value \$400., plus a gift certificate in the amount of \$100., to a restaurant of the employee's choice; and
after 40 years	- value \$500., plus a gift certificate in the amount of \$100., to a restaurant of the employee's choice.
  
- the presentation of the gift/gift certificate will occur as part of the Annual General Meeting and Dinner where those Staff being recognized will be invited to the Dinner as a guest of the Board of Directors.

Also, the Board of Directors hosts an Annual Christmas Party whereby Staff are invited and may bring a guest.

#### Expressions of Sympathy/Memorial Donations:

As an expression of sympathy or memorial, the Board of Directors will send a sympathy card or make a contribution to a charity, club, foundation, etc., as appropriate, upon the death of an employee or their immediate family member.