CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE:	EMPLOYEE RECOGNITION	NO.	PER-02

Effective Date:	December 1, 2025
Approved by:	Council
Reference:	ADM-25-061
Amends:	Jan 1/1997, Apr 13/2015, Jul 11/2023, Jul 23/2024

POLICY:

The Township is committed to developing and supporting a culture of recognition where teams and individuals are appreciated and acknowledged for their contributions and commitment.

When recognition is done well it leads to the following benefits:
- Employee job satisfaction and engagement increases;
- Teamwork and relationships improve leading to better collaboration;
- Focus on individual, team, and organizational goals improves;
- Resiliency is increased as feelings of connection and belonging are fostered;
- Retention is improved as people are more likely to stay with their employer if their efforts are noticed and valued; and,
- Personal well-being and productivity improves.

PURPOSE:

The Employee Recognition policy establishes consistent recognition practices and highlights both formal and informal recognition opportunities.

FORMAL RECOGNITION:

Formal recognition encompasses structured events and awards that are established by the organization. Formal recognition events include long term service recognition, retirement recognition, and Township-wide appreciation events. Funding for formal recognition programs is managed centrally. Informal recognition programs are funded by the individual departments.

Long Term Service and Retirement Recognition

On an annual basis, a Long Term Service and Retirement recognition event, coordinated by the Human Resources and Community Relations department will be held where long service employees, and retired, or retiring employees from that year will be recognized. Refreshments will be served, and a photographer will be on hand.

The awards are presented to employees who reach service milestones of 10, 15, 20, 25, 30, 35 or 40 years of service as well as those who retired or are retiring in the calendar year with more than 15 years of service who have met the minimum retirement age set by the Municipal Pension Plan, and apply for their pension benefit.

Service milestone recipients are determined every year by the Township, based on the regular employee's anniversary date, and the auxiliary employee's start date. A regular employee's

anniversary date is their adjusted start date which includes hours worked as an auxiliary, provided there was no break in service.

Staff who reach a service milestone will be offered recognition as follows:
- Regular employees will receive one extra vacation day in their 10th year, two extra vacation days in their 15th year, three in their 20th year, four in their 25th year, five in their 30th year, six in their 35th year, and seven extra vacation days in their 40th year. Regular part time staff will be awarded additional vacation "days" based on their hours worked. It is expected that, where possible, employees use this additional vacation in the year it was awarded. As the fire department requires that all members book their vacation prior to the start of the calendar year, they will be notified of their additional long service vacation by November for the following year.
- A municipal pin that notes the recipient's years of service, and a keepsake gift, chosen by the employee. Options for the gift include a framed photograph, a municipal pen that notes the recipient's years of service, or a gift card (in accordance with Canada Revenue Agency ("CRA") guidelines); and,
- A letter signed by the Mayor and CAO noting the recipient's years of service.

Staff retiring in the calendar year with 15 years of service or more will receive:
- A separate retirement function with their colleagues that the Department Head, together with the employee and HR will organize (cost not to exceed $150);
- A framed retirement recognition certificate signed by the Mayor and CAO;
- Retirees with 15 – 20 years of service will receive a retirement gift valued between $150 - 200, and retirees with over 20 years of service will receive a retirement gift at a value not to exceed $500; and,
- Long Service Pay, provided they qualify, as outlined in the collective agreements.

Township-wide Appreciation Events

Township-wide appreciation events provide an opportunity to recognize the day-to-day work of all employees and provide a venue for cross-departmental recognition and team building. Such events typically include opportunities for the CAO, Senior Leadership, and Mayor and Council to thank employees. Examples of appreciation events include a lunch or a BBQ and/or organized activities.

INFORMAL RECOGNITION:

Informal recognition can be provided through verbal or written acknowledgements, internal communication channels and at team events. It can include recognition of both work achievements and personal achievements. To be effective, recognition should be timely, ongoing, and meaningful and delivered by both leaders and coworkers.

Each department will budget for informal recognition expenses, subject to the approval of the department head or designate. The budget can be used at the discretion of each department for reasonable expenses such as pay for a team lunch or BBQ, or purchasing small recognition gifts (e.g., books, plants, or mugs). Please note that gift cards may not be provided to staff unless CRA criteria are followed (please see below under "Responsibilities").

RESPONSIBILITIES:

Employees who oversee the provision of gift cards as part of recognition are responsible for documenting the following information in a log/record to meet CRA guidelines:

- Employee name that receives the card
- Date of issuance of the card
- Reason for the gift card
- Type and amount of gift card
- Name of the retailer(s) that the gift card can be used at
- Confirmation that the gift card cannot be converted into cash

This information will be used to ensure that an employee does not receive in excess of the allowable $500 annual exemption per employee as per CRA guidelines.