

**THE CORPORATION OF THE CITY OF WINDSOR
POLICY**

Service Area:		Policy No.:	
Department:	Chief Administrative Office	Approval Date:	November 7, 2005
Division:		Approved By:	CR 677/2005
		Effective Date:	November 7, 2005
Subject:	Employee Recognition Policy	Procedure Ref.:	
		<i>Pages:</i>	Replaces:
Prepared By:	Anna Ciacelli		Date:

1. POLICY

1.1 The Corporation of the City of Windsor recognizes that the collective efforts of all staff members contribute to the overall mission of the municipality, and is committed to finding positive ways to acknowledge the many contributions employees make to the organization and the community.

2. PURPOSE

2.1 The purpose of the City of Windsor Employee Recognition Policy is to provide guidelines to formally recognize, acknowledge and show appreciation to individuals and groups for efforts that further the mission and values of the Corporation.

2.2 The City of Windsor Employee Recognition Policy will also provide the framework for:

- 2.2.1** Creating a positive work environment and improve workplace culture;
- 2.2.2** Motivating high performance;
- 2.2.3** Encouraging loyalty;
- 2.2.4** Increasing morale;
- 2.2.5** Increasing employee retention;
- 2.2.6** Acknowledging outstanding contributions to the corporation and the community;
- 2.2.7** Encouraging creativity and initiative;
- 2.2.8** Fostering professional growth and development;
- 2.2.9** Improving programs and services;
- 2.2.10** Celebrating significant individual and team accomplishments;
- 2.2.11** Reinforcing excellent customer service;
- 2.2.12** Acknowledging volunteer community service contributions (i.e. lead role)

3. SCOPE

3.1 This policy applies to all employees of the corporation of the City of Windsor, at all levels, including full and part-time, seasonal, temporary, union and non-union.

4. RESPONSIBILITY

- 4.1 City Council is responsible for approving the expenditure of funds to support the program through the creation of an Employee Recognition account as part of the budget of the Chief Administrative Officer.
- 4.2 The Chief Administrative Officer is responsible for the efficient and effective operation of the program through the appointment of a Staff Appreciation and Recognition Committee Chair of an ongoing committee consisting of a broad representation from across the corporation.
- 4.3 The Staff Appreciation and Recognition Committee Chair will have a reporting relationship with a designate from Human Resources to obtain information on various employment related aspects.
- 4.4 The Staff Appreciation & Recognition Committee is responsible for:
 - 4.4.1 Making recommendations as to what acts, behaviours or accomplishments should be formally recognized;
 - 4.4.2 Making recommendations as to the appropriate form of acknowledgment for identified categories;
 - 4.4.3 Developing performance measures to ensure accountability and continuous improvement;
 - 4.4.4 Monitoring and tracking the Program's progress;
 - 4.4.5 Promoting informal Employee Recognition efforts corporately;
 - 4.4.6 Working collaboratively with different departments to plan and facilitate numerous recognition events, activities and celebrations to support the goals and objectives of corporate employee appreciation and recognition.
- 4.5 The Staff Appreciation and Recognition Award Committee will evaluate all award nominations.

5. GOVERNING RULES AND REGULATIONS

- 5.1 The Staff Appreciation and Recognition Committee Terms of Reference are attached as Appendix A.

6. RECORDS, FORMS AND ATTACHMENTS

- 6.1 All guidelines will comply with current existing City of Windsor Policies.

STAR

Committee Terms of Reference

PURPOSE

The **STAR Committee** will make recommendations as to what acts, behaviours or accomplishments should be formally recognized.

The **STAR Committee** will make recommendations as to the appropriate form of acknowledgement for identified categories.

The **STAR Committee** will develop performance measures to ensure accountability and continuous improvement.

The **STAR Committee** will monitor and track the Program's progress.

The **STAR Committee** will promote informal employee recognition efforts corporately.

The **STAR Committee** will work collaboratively with different departments to plan and facilitate numerous recognition events, activities and celebrations to support the goals and objectives of corporate employee appreciation and recognition.

MEMBERSHIP & TERMS

The **STAR Committee** will consist of a minimum of 8 members across departments with varying job functions. Should committee membership fall below 8, recruitment for new members will take place. A representative from Human Resources will be mandatory. In addition, members will belong to various unions and associations, which may include:

- CANUE
- CUPE Local 543
- CUPE Local 82
- ONA
- WPPFA

STAR
Committee Terms of Reference

Membership terms will be for 1 year and renewable each year.

In the event that a member cannot complete his or her term, an alternate may be appointed to complete the term.

Following 3 consecutive missed meetings, committee members will be contacted by the Chair to determine continued interest and participation on the committee. After missing 4 consecutive meetings a replacement may be recruited at the direction and with the support of the majority of the Committee.

Executive Members shall commit to at least a 1 year term of office. Executive positions include:

- Chair/Vice-Chair
Or Alternatively 2 Co-Chairs
- Secretary
- Past Chair

Committee membership will be reviewed each March. During this time members will be renewed, the Executive nominated and new members recruited as required. Where there is only one incumbent for Executive positions, the incumbent will be acclaimed for another year term. If there is more than one member who expresses interest in an Executive position, a ballot will be cast. The method and timing of the ballot will be determined by majority vote of the Committee.

For current membership and terms, see [*STAR Committee Membership List*](#)

STAR
Committee Terms of Reference

ROLES & RESPONSIBILITIES

MEMBER

S:

- Promote the mandate and activities of the Committee in a proactive and positive manner.
- Administer the Years of Service, Exceptional Customer Service, Pride in Workplace and any other corporate recognition awards.
- Attend meetings regularly throughout the term of membership.
- Participate actively and work cooperatively.
- Respect others and appreciate differences in approach and point of view.
- Act with integrity and maintain confidentiality when required.

CHAIR / Co-CHAIR*:

- Chair all meetings in a fair and impartial manner consistent with generally accepted rules of order.
- Provide leadership and direction to the Committee.
- Represent and speak on behalf of the Committee as required.

VICE-CHAIR:

- Assume duties of the Chair as necessary, during any absence of the Chair.
- Assist Chair as necessary in support of Chair's responsibilities.

PAST CHAIR:

- Provide support and guidance and expertise to the Chair and Committee.
- Assist Chair as necessary in support of Chair's responsibilities.

SECRETARY:

- Record meeting minutes and distribute to members.
- Distribute meeting agenda's and other relevant materials to the Committee.
- Schedule meetings and confirm attendance of members

*When Co-Chairs are in place, a Vice-Chair position will not be filled.