

PATHWAYS ABILITIES SOCIETY

POLICY: RECOGNITION

Applies to: All Personnel, Volunteers, Contractors, Individuals Receiving Services and Community

POLICY

Pathways Abilities Society believes it is important to recognize employees, volunteers, individuals receiving services and various community members when they do something that is “above and beyond” what is expected of them. In these situations, the manager and/or supervisor are encouraged to acknowledge such performance.

There are many ways, formal and informal, to recognize contributions.

Pathways Abilities Society recognizes employees and internal volunteers’ length of service as outlined below. Length of Service has two categories, permanent part-time and full-time employees and casual and seasonal employees and internal volunteers. Permanent part-time and full-time employees length of service is defined as the date an employee commences a permanent full or part-time position as determined by their seniority date or in the case of management their date of hire and is currently active and working. Casual and seasonal employees and internal volunteers length of service is defined as the date an employee starts their employment.

Employees who are in receipt of extended sick or maternity benefits or take a leave of absence will have the time away adjusted to reflect actual years of service.

Permanent part and full-time employees:

- 5 years: Gift \$50.00
Certificate of Appreciation
- 10 years: Gift \$75.00
Certificate of Appreciation
- 15 years: Gift \$100.00
Certificate of Appreciation
- 20 years: Gift \$150.00
Certificate of Appreciation
- 25 years: Gift \$200.00
Certificate of Appreciation
- 30 years: Gift \$250.00
Certificate of Appreciation
- For every five year increment after 30 years: Gift \$ 250.00
Certificate of Appreciation

Casual and seasonal employees and internal volunteers:

- For every five year increment: Gift of \$50.00
Certificate of Appreciation

Bargaining unit and management employees completing their years of service will receive recognition at the first in-service in the new calendar year.

Casual and seasonal employees and internal volunteers completing their years of service will receive recognition at a luncheon hosted by Pathways in the month of May.

The addition of the category of casual and seasonal employees and internal volunteers applies the date of the revised policy takes effect, February 25, 2019. Employees and volunteers will be recognized as outlined above at their last increment date.

Pathways Abilities Society recognizes employees and volunteers retiring. Permanent full-time and part-time employees retiring and leaving the organization and volunteers leaving (excluding Board volunteers, they are recognized as outlined in the Board Recognition policy) the organization will be given-the following:

- 10 years of service: Gift \$200.00
- 15 years of service: Gift \$250.00
- 20 years of service: Gift \$300.00
- 25 years of service: Gift \$350.00
- 30 plus years of service: Gift \$400.00

Permanent full-time and part-time employees who stepdown from their permanent positions and remain casual will be acknowledged as outlined above upon retirement.

Casual employees with more than 5 years of service retiring from Pathways Abilities Society and leaving the organization will be acknowledged based on their years of service and hours worked.

Additional gift acknowledgments may include but are not limited to:

- Employee or volunteers leaving Pathways Abilities Society.
- Birth/adoption of employee's or volunteer's child.
- Death of immediate family member (spouse, child or parent).
- Hospital stay.
- Sick Time Non-usage.
- Work or volunteer performance.
- Appreciation of contractors and or community partnerships.

The executive director or designate purchases the gift acknowledgements and tracks the purchases in an Excel document titled "Appreciation Tracking". He/she must document all purchases and distributions.

Effective/Revision Date

October 30, 2006
June 18, 2007
March 10, 2008
September 12, 2011
December 20, 2012
January 16, 2017
November 27, 2017
January 14, 2019
February 25, 2019

Board Approval

Date Approved

October 30, 2006
June 18, 2007
March 10, 2008
September 12, 2011
December 20, 2012
January 16, 2017
November 27, 2017
January 14, 2019
February 25, 2019