

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: RECOGNITION**

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

**Effective/Revision Date:**

November 7, 2006

September 12, 2011

December 20, 2012

January 16, 2017

January 14, 2019

February 25, 2019

1. The executive director or designate purchases gifts, typically in the form of gift cards and enters what was purchased in the "Appreciation Tracking" list. He she gives the coded receipt to the finance manager.
2. Supervisors or managers wishing to acknowledge appreciation of an employee, volunteer, contractor or community member contacts the executive director or designate outlining the reason for the acknowledgement.
3. The executive director or designate gives the supervisor or manager the gift, typically in the form of gift card, and enters what was given and to who in the "Appreciation Tracking" list.
4. The executive director acknowledging appreciation of an employee, volunteer, contractor or community member purchases gifts, typically in the form of gift cards, and enters what was purchased and what was given and to who in the "Appreciation Tracking" list.
5. In the month of November, the executive director determines the employees eligible for years of service recognition and prepares for the presentation at the next in-service.
6. In the month of April, the employment manager and the manager responsible for volunteers:
  - Determines the casual and season employees and volunteers eligible for years of service recognition.
  - Plans and implements a recognition event to occur in the month of May.
  - Notifies the executive director of their years of service.
7. The executive director prepares for the presentation at the May recognition event.
8. Employees wishing to acknowledge or coordinate the acknowledgement of significant events for other employees, contact their immediate supervisor for approval.
9. The supervisor contacts the executive director for approval.