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# HALDIMAND COUNTY

## Report HRD-06-2019 Employee Service Recognition Program

For Consideration by Council in Committee on May 7, 2019

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### OBJECTIVE:

To update the parameters and administration of existing corporate policies recognizing key events for Haldimand County staff, following an approved initiative in the 2019 tax supported operating budget.

### RECOMMENDATIONS:

1. THAT Report HRD-06-2019 Employee Service Recognition Program be received;
2. AND THAT the Employee Service Recognition Policy (2004-04) be amended to reflect updated maximum values per eligible year of service;
3. AND THAT the Senior Management Team be authorized to revise the Employee Service Recognition Policy (2004-04) and the Expressions of Sympathy, etc. Policy (2001-21) in the future, on a regular basis, as deemed necessary to maintain appropriate administration of the respective programs.

**Prepared by:** Megan Jamieson, Director, Human Resources

**Respectfully submitted:** Cathy Case, General Manager of Corporate & Social Services

**Approved:** Donald G. Boyle, Chief Administrative Officer

### EXECUTIVE SUMMARY:

Staff have reviewed two existing corporate policies related to the recognition of staff during key events of their personal and professional lives. Staff recommended changes to parameters of one of the programs, resulting in a budget initiative which was approved during the deliberation of the 2019 draft Tax Operating Budget. This report formalizes the initiative by amending the related policy.

### BACKGROUND:

Two policies covering Haldimand County staff exist for the purpose of recognizing key events for staff personally and professionally:

- **Employee Service Recognition Policy (2004-04)** provides for a gift to staff who reach milestone years of service. The County's current practice is to provide an option of 5-7 traditional or lifestyle gifts within the maximum value for presentation at the all-staff event each November.
- **Employee Expressions of Sympathy, etc. Policy (2001-21)** provides for a tribute, donation or token gift in recognition of special occasions in the lives of Haldimand County employees. Specific events outlined include bereavement, births, hospitalization or retirement.

Both policies were adopted and have remained unchanged for over 10 years. Staff found it timely to review the provisions, as well as the administration of the referenced programs and identified areas of proposed change. In particular, the Employee Service Recognition Policy is due for market bidding this year and it is important to capture any changes prior to drafting a request for proposal.

## ANALYSIS:

### *Employee Service Recognition Policy (2004-04)*

The maximum value for long service awards has remained unchanged since the program's inception in 2004. Staff presented a new initiative as part of the draft Tax Operating Budget to Committee of the Whole on April 2, 2019. This initiative was approved by Council on April 23, 2019, allowing for the budget to reflect an update in the policy's maximum value parameters. To formalize this change, the policy requires revision to the various thresholds, as follows:

<b>Years of Service</b>	<b>Current Max Value (including taxes)</b>	<b>Proposed Max Value (including taxes)</b>
<b>5 years</b>	25.00	50.00
<b>10 years</b>	50.00	100.00
<b>15 years</b>	75.00	150.00
<b>20 years</b>	100.00	200.00
<b>25 years</b>	125.00	250.00
<b>30 years</b>	150.00	300.00
<b>35 years</b>	175.00	350.00
<b>40 years</b>	200.00	400.00

### *Employee Expressions of Sympathy, etc. Policy (2001-21)*

The maximum values identified for staff gifts during events of sympathy or celebration appear to remain appropriate when compared with the procurement of suitable gifts. However, for efficiencies and alignment of duties, the administration of this program has been moved from the CAO office to the Human Resources division. Accordingly, the 2019 tax operating budget reallocated funds from CAO (G-121000-4510) to Corporate HR (G-135000-4510).

At the Committee of the Whole Meeting on April 2, 2019, Council asked staff to review the Employee Service Recognition Policy on a more frequent basis. Accordingly, a regular review of these Policies will be coordinated and staff recommend that the Senior Management Team have the authority to make revisions to the administration of the program as well as maximum values of the associated gifts, in order to meet economic changes and the ongoing needs of the County.

## FINANCIAL/LEGAL IMPLICATIONS:

The prior long service awards program was budgeted at \$6,250 per year. During deliberation of the 2019 Tax Operating Budget, Council received and ultimately approved a new initiative increasing the budget for this program to \$12,500. Using the current staffing complement and the average cost to meet the program as outlined above, indicates the revised budget is appropriate for at least the next five (5) years.

The current employee events program is budgeted at \$10,000 per year, with no proposed changes at this time.

## **STAKEHOLDER IMPACTS:**

Section 1.5.2 of the County's Strategic Plan specified the development of a staff recognition program, noting staff morale as an important aspect of the operations and key to ongoing service improvement and delivery. Adjusting the associated costs of the program allows the County to remain current and procure quality gifts, which in turn recognize employee's loyalty to the Corporation in a positive and effective manner.

## **REPORT IMPACTS:**

Agreement: No

By-law: No

Budget Amendment: No

Policy : Yes

## **ATTACHMENTS:**

1. Employee Service Recognition Policy (2004-04)
2. Employee Expressions of Sympathy, etc. Policy (2001-21)