

Corporate Employee Recognition and Appreciation

Number: A1122

Approval Date(s): 01/16/2020
Formerly *Long Service Awards* 03/12/1990

Program: Employee Experience and Safety
The City of Edmonton's staff are safe and supported to achieve their aspirations and deliver excellent services.

Next Scheduled Review: 01/16/2023

Statement of Policy:

The purpose of this policy is to outline how the City of Edmonton will conduct recognition and appreciation of employees.

The City of Edmonton acknowledges that recognition and appreciation are crucial tools in creating a positive employee experience. The City of Edmonton strives to provide information and resources such that all employees within the organization understand their role in creating a culture of recognition and appreciation. The City of Edmonton will provide corporate mechanisms for recognition and appreciation across and throughout the organization. These mechanisms may evolve in accordance with employee needs, organizational environmental factors, and organizational changes.

Guiding Principles:

All recognition and appreciation within the organization shall:

- align to both the Cultural Commitments (Safe, Helpful, Accountable, Integrated, and Excellent) and the Leadership Competencies (Courageous, Inclusive, Values-Based Influencer, Collaborative Networker, Systems Thinker and Creative Innovator);
- be considered an accountability for all employees across the organization;
- be guided by and reflected in leadership practice and governance;
- contribute to building a shared culture of recognition and appreciation;
- reward both desirable behaviours and the achievement of outcomes;
- be inclusive and accessible;
- be consistent, timely, fair, and equitable across the organization;
- provide mechanisms that are simple, but varied, to coincide with different preferences of how employees like to be recognized and appreciated;
- acknowledge the importance of local delivery of corporate recognition and appreciation programs and services; and
- recognize that relationships are the basis for authentic and meaningful recognition and appreciation.

While these Guiding Principles are universal, they will manifest in recognition and appreciation programs and services in different ways.

Administrative Policy

Corporate Employee Recognition and Appreciation

Application:

This policy applies to any person who reports to the City Manager or City Auditor and provides services to the City of Edmonton under a contract of employment (permanent, temporary, and/or seasonal), contract for the provision of personal services, or in the capacity of agent.

This policy applies at all facilities, workplaces; online/social media conduct, places visited by employees travelling on City-related business including conferences, meetings, events, vendor/supplier/customer sites and sites of work-related social gatherings.

Implementation:

Corporate Employee Recognition and Appreciation Framework

Definitions:

Appreciation is "acknowledging, with thanks and gratitude, the work that City employees put in, every day."

Recognition is "celebrating exceptional, dedicated, and truly passionate work."