



Employee Service Recognition Policy

1.0 Policy Statement

The City of Mount Pearl values and appreciates the contributions made by its employees. The City of Mount Pearl will implement the Employee Service Recognition Program to ensure that the talents and skills of employees bring to the workplace are recognized and rewarded.

2.0 Background

The City of Mount Pearl believes that loyal and committed employees are the core of the City. The City of Mount Pearl is committed to the recognition of employees who demonstrate dedication as well as exceptional service to the City and the public.

3.0 Scope

This policy applies to all employees of the City of Mount Pearl.

4.0 Purpose

To establish a policy for the City of Mount Pearl that outlines a formal method for acknowledging and appreciating employees for their years of dedicated service to the City of Mount Pearl.

5.0 Recognition Service

The City will recognize the service and dedication of all City employees completing five (5) years of service and each five-year service interval thereafter and upon retirement with a gift in the following manner:

In the 5 th year of service	valued up to \$25
In the 10 th year of service	valued up to \$50
In the 15 th year of service	valued up to \$100
In the 20 th year of service	valued up to \$150

In the 25 th year of service	valued up to \$250
In the 30 th year of service	valued up to \$350
In the 35 th year of service	valued up to \$450
In the 40 th year of service	valued up to \$550

Retirement

Employees will be presented upon retirement the Recognition of Service Award in accordance with the above. Upon retirement, the minimum value of the gift will be \$100.

If an employee also retires in a milestone service year they are entitled to receive two gifts of the same dollar value for the corresponding service year and they can combine the amount.

If an employee retires outside of a milestone service year and the total service is beyond a milestone threshold year by 12 months or more, the employee will be presented with the Recognition Service Award for the next higher level (i.e., an employee retiring with service between 11 and 14 years will be presented with the Recognition of Service Award for 15 years of service upon retirement).

6.0 Pearlie Awards

The Pearlie Awards will recognize City employees who have been nominated and demonstrate outstanding service or a significant contribution to the City and/or the community in keeping with the City's strategic plan. The following parameters shall apply:

- Individual award winners will receive a gift valued at \$100.00
- Team Award winners will receive a gift valued at \$200.00, to share among the team.

Pearlie Awards Categories:

A. Outstanding Safety

Safety for this person comes first and they've demonstrated a real commitment to making sure no-one gets hurt on the job. A new idea on how to fix a potentially unsafe situation, or reporting a near miss, are reasons this person has an outstanding approach to safety.

B. Ultimate Team Player

This award goes to the person who is always there to lend a hand. Need help to meet a deadline? Looking for someone to step in and support a project? Look no further than the Ultimate Team Player, who always demonstrates how we work better together.

C. Excellence in Humour and Entertainment

Need a laugh? Looking for someone to lighten your day? This employee is who you seek out. A culture champion, the award for Excellence in Humour and Entertainment goes to the person who you can always count on for a smile, or a laugh, or both.

D. Making it Better

There's always room for improvement, and this person lives by that motto. They've come up with a way to improve or enhance our operations and really made a difference in our daily lives at work. Their approach to "make it better" has had a lasting impact, just like them.

E. Service Excellence

As a City, we serve our residents, businesses, and visitors. In fact, we pride ourselves in delivering outstanding service. This person makes that look easy. He/she always displays what it means to put our best foot forward and has gone above and beyond in delivering service to our residents, businesses or visitors this year.

F. Rookie of the Year

We have drafted some top talent this year, this person stands out from the crowd in bringing fresh ideas and perspectives and becoming an integral part of the team in their short-time here. They already leave us wondering "what would we do without you?"


G. Going the Extra Mile

Time after time, this person goes above and beyond to get the job done. Not only do they deliver on what is asked, but they take extra care in ensuring the solution is the right one for the challenge. They can always be counted on to get something across the finish line, and this year they demonstrated that by going the extra mile in a project that had a lasting impact on the city.

H. Outstanding Innovation

Innovation is the name of the game in Mount Pearl. We are constantly looking for ways to advance our City forward and that means thinking differently about how we approach challenges and find solutions. This person has challenged convention this year and suggested a solution that is centered around thinking differently. They really embody what it means to be forward-thinking.

7.0 Approvals



Steve Kent, Chief Administrative Officer
October 10, 2018

Date