

**Title: Human Resources Management
Policy – Staff Recognition**

Policy No: 1951

**Approval: Town Council
Effective Date: January 25, 2006**



Supersedes Policy No: none

Policy Statement: The Town of Hardisty believes that it is necessary and advantageous to recognize employees when they have performed above and beyond the expectations of their job requirements.

Purpose: To establish how and when employees are recognized when they have performed significantly above and beyond the expectations of their job requirements.

Principles:

- 1) From time to time, the CAO may become aware of an employee that has performed significantly above and beyond the expectations of their job requirements and may be deserving of some recognition.
- 2) Employee recognition may only be given upon approval of Council.
- 3) The CAO may recommend to Council the recognition of any employees, including the form and the timing of the recognition.