

PATHWAYS ABILITIES SOCIETY

POLICY: RECOGNITION

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

Original Approval Date: October 30, 2006
Date Board Approved: September 23, 2024
Replaces Policy Dated: February 25, 2019

Board Member's Signature

PREAMBLE

Pathways Abilities Society believes it is important to recognize employees, volunteers, individuals receiving services, and various community members. The recognition policy is based on Pathways' commitment to recognizing achievements, exemplary behaviors aligned with organizational culture, values and goals, and continuing service. The intent is to highlight the importance of employee recognition in supporting our shared goals, organizational culture, and a healthy workplace.

There are many ways, both formal and informal, to recognize contributions.

POLICY

Pathways Abilities Society recognizes employees and internal volunteers' length of service as outlined below.

Length of service commences on the individual's start date for all employees and volunteers. Length of services includes maternity leaves, extended medical leaves, and leaves of absence, pending the employee's return to work.

Part-time, full-time, and casual employees:

- 1 year: Gift card \$10.00
- 5 years: Gift card \$50.00 and Certificate of Appreciation
- 10 years: Gift card \$100.00 and Certificate of Appreciation
- 15 years: Gift card \$150.00 and Certificate of Appreciation
- 20 years: Gift card \$200.00 and Certificate of Appreciation
- 25 years: Gift card \$250.00 and Certificate of Appreciation
- 30 years: Gift card \$300.00 and Certificate of Appreciation
- For every five-year increment after 30 years: Gift card \$300.00.

Seasonal employees and internal volunteers:

- For every five-year increment: Gift card \$50.00 and Certificate of Appreciation

Bargaining unit and management employees completing their years of service will receive recognition at the first in-service in the new calendar year.

Seasonal employees, non-bargaining unit employees, and internal volunteers completing their years of service will receive recognition at a luncheon hosted by Pathways in the month of May.

The addition of the category of seasonal employees, non-bargaining unit employees, and internal volunteers applies on the date the revised policy takes effect, February 25, 2019.

Pathways Abilities Society recognizes employees and volunteers retiring. All bargaining unit and management employees retiring and leaving the organization and volunteers leaving (excluding Board volunteers; they are recognized as outlined in the Board Recognition policy) the organization will be given the following:

- 10 years of service: Gift card \$200.00
- 15 years of service: Gift card \$250.00
- 20 years of service: Gift card \$300.00
- 25 years of service: Gift card \$350.00
- 30 plus years of service: Gift card \$400.00

Kudos Cards

Employees can receive recognition for going above and beyond in the form of Kudos Cards. Staff, supervisors, and management can all nominate other employees for Kudos cards whenever they identify a deserving peer.

Additional gift acknowledgments may include but are not limited to:

- Employee or volunteers leaving Pathways Abilities Society.
- Birth/adoption of employee's or volunteer's child.
- Death of a family member.
- Hospital stay/illness.
- Work or volunteer performance.
- Appreciation of contractors and/or community partnerships.

The executive director or designate purchases the gift acknowledgments and tracks the purchases in an Excel document titled "Appreciation Tracking". They must document all purchases and distributions.