Reward & Recognition Policy



1. **Rewards and recognition plan**

The Community Foundation of Ottawa has established an Employee Rewards and Recognition Program, applicable to virtually any situation, and flexible enough to take individual preferences into account. Specifically, the Employee Rewards and Recognition Program has been designed to:

- Foster a spirit of “one for all and all for one”
- Reinforce organizational values, behaviours and operating principles
- Support the Total Rewards Employment Model
- Recognize outstanding contribution by individuals and by teams

The plan applies to all staff (permanent, part time, contract, etc).

The objectives of the CFO Reward and Recognition Program are:

- To foster a “thank you” culture overall
- To tangibly reward employees in a small way (i.e., on a very small budget) on a close to real-time basis
- To highlight the behaviors the organization would like to see emulated by other employees
- To reassure employees that while CFO management appreciates employees ongoing commitment to the Foundation‟s goals, they especially value when employees go above and beyond what‟s expected.

2. **Recognition**

Recognition simply involves saying thank you, either verbally or in writing (by email or with a thank you card). In keeping with CFO culture and in response to employees‟ preferences, individual recognition is done privately and team recognition is done publicly. Should „A‟ wish to publicly thank „B‟, „C‟ and „D‟ at a staff meeting, „A‟ must advise the meeting chair of his/her intentions ahead of time (it need not be an agenda item, but the chair will need to know for timing purposes); for either public or private recognition, should „A‟ wish to purchase one or more thank you card(s) or other rewards, he/she will be reimbursed from petty cash, as per the Purchasing Guidelines.

“Above and beyond” is defined as anything that is outside the realm of the employee’s

normal or regular duties and/or job description.

3. **Reward**

A reward can be any gift, within established guidelines, that staff would most appreciate. Reimbursement details for Reward gifts are outlined in the CFO Purchasing Guidelines. When „A" would like to thank „B" with a reward, „A" must nominate „B" according to the „Nomination Process" on page 7 and using the „Reward Nomination Form" on page 8. As with recognition, rewards are to be presented privately if there is a single recipient but can be presented publicly if there are two or more recipients.

4. **Nomination process**

'A' would like to reward 'B' for significant efforts. 'A' must determine if anyone else was involved. Anyone else involved? Yes No 'A' must ensure that all people involved in the project are included in the reward. 'A' determines type of reward, and $ value. 'A' completes the "Reward Nomination Form" to ensure he/she has completed all required steps. 'A' presents his/her functional manager Provided for reference only. Always consult current legislation in your jurisdiction to create policies and procedures for your organization. HR Council for the Nonprofit Sector www.hrcouncil.ca

'C' with the Reward Nomination Form complete with reward recommendation for all staff involved. 'C' presents the nomination to the management team for approval. Due diligence met? Fits scope for reward and/or recognition? Within budget? Yes No Reward is not approved – 'C' informs 'A'. Reward approved. 'C' informs 'A' that the reward has been approved. 'A' goes shopping. Reward is presented (privately if 1 recipient, can be public if >2 recipients) Notation in personnel file(s). Yes No No Yes Mgmt choice to proceed or not. 'A' gets reimbursed as per Purchasing Guidelines. Rewards & Recognition Plan Page 4 d Nomination Form I, Nominator(s) would like to recognize and reward Recipient(s) for I recommend a reward of:

- a book
- plant/flowers
- other (e.g., team lunch)

I estimate the cost to be *$X*. I would like to present this reward:

- privately to an individual upon approval
- publicly to a team at the next staff meeting on
- other

I have consulted with the appropriate manager(s) and have ensured that everyone involved has been considered for recognition/reward and that they agree to the method of presentation.

Signature of Nominator:

Date:

Management Team:

Approved:

Not approved Reason: