

<b>CDBA-NB Inc. Policy and Procedure</b>			
Chapter:	General	PP No.	G 1.2
Section:	Employee Relations	Issued:	Feb 2015
Subject:	<b>REWARDS AND RECOGNITION</b>	Effective:	Jan 2015
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**1. POLICY**

- 1.01 It is policy of CDBA-NB Inc. to recognize employees for long service to the organization and to honor regular employees upon their retirement.
- 1.02 CDBA-NB Inc. is also appreciative of the need to give special recognition to employee initiatives that make a significant contribution to the programs of CDBA-NB Inc.

**2. PURPOSE**

- 2.01 To present long service awards, retirement award, outstanding achievement award, team recognition award, Intervenor of the year award, board volunteer award, consumer and staff volunteer award, retiring board volunteer award.

**3. SCOPE**

- 3.01 This statement applies to all employees, board members and volunteers of CDBA-NB Inc.

**4. RESPONSIBILITY**

- 4.01 All employees who have reached the minimum number of years of service for a particular level of award are entitled to long service and retirement recognition awards.

- 4.02 To ensure, when appropriate, the following awards be presented at the AGM:

1) Long Service Awards

- For 2 years of service – a small gift
- For 5 years of service - \$50.00 cash bonus, plus a small gift
- For 10 years of service - \$100.00 cash bonus
- For 15 years of service - \$200.00 cash bonus, plus a framed certificate

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- For 20 years of service - \$500.00 cash bonus, plus a framed certificate
- For 25 years of service - \$500.00 cash bonus, plus a framed certificate

2) Retirement

Upon retirement, an employee will receive a suitable plaque.  
 At the discretion of the Executive Director, an employee may be given a retirement gift the value of which will be calculated at the rate of not more than twenty dollars per year of service.

To be eligible for a retirement gift, a minimum of 15 years of continuous service is required.

Nothing in this policy prohibits fellow employees from presenting a privately-funded gift to those leaving, resigning or retiring.

3) Special Awards

3.1 Outstanding Achievement Award

Given to employees (including supervisory personnel) who achieve excellence in overall operation of their program or employees whose work performances are at an usually high level over an extended period of time or where successful completion of a major project exceeds management expectations.

3.2 Team Recognition Award

Award to two or more employees who participate in special projects, committees or extra-curricular activities on behalf of the CDBA-NB Inc. The activities must be of a team nature and the results achieved must have a significant impact on the services provided by CDBA-NB Inc.

Award would be in the form of a framed certificate or plaque.

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### 3.3 Intervenor of the Year Award

Recipient of the Intervenor of the Year Award will receive a plaque and \$100.00. They will be honored at the AGM in May.

- a) Recognition of the Intervenor for services rendered in that one particular year.
- b) Recognition of Intervenor who has served continuously over many years.

### 4) Honouring Volunteers

Volunteers may be recognized from these three categories when merited.

- a) Board of Directors
- b) Community
- c) Staff

Written/verbal/sign documentation recommending a volunteer to receive this award must be submitted to the Office by March 31<sup>st</sup> of each year.

#### 4.1 Board Volunteer Award

A board member will be recognized at the AGM. He/she will received a plaque, gift and a written thank you, noting years of service and volunteer role in the Association. Spouse may be recognized at the same time ie. Female spouse may be given flowers and a male spouse may be given a gift.

#### 4.2 Community and Staff Volunteer Award

Recipients of the Community and Staff Volunteer Award will receive a plaque and a written thank you. They will be honored at the AGM in May.

- a) Recognition of volunteer for services rendered in that one particular year.
- b) Recognition of volunteer who has served continuously over many years.

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4.3 Retiring Board Volunteer

Retiring Board volunteers – A written thank you, plaque and/or keepsake gift will be given, depending on the years of service, at the Board’s discretion.

**5. DEFINITIONS**

None.

**6. REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE**

None.

**7. PROCEDURE**

7.01 The Office Manager is responsible for:

- a) notifying Executive Director regarding who will be receiving this long service awards;
- b) purchasing gifts, doing certificates and cheques for the eligible employees receiving awards.
- c) Presenting to Executive Director, when applicable, with names for the Team Recognition Award;

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7.02 The Executive Director is responsible for:

- a) Ensuring long service awards are presented to employees at the AGM.
- b) Assisting Office Manager with the purchase of retirement gift for employee.
- c) Recognizing an employee with outstanding achievement and ensure they are recognized at the next AGM.
- d) Suggest to the President as to who should receive the Board Volunteer Award.
- e) Select, a Community/Staff Volunteer Award recipient, if applicable.
- f) Prepare award for qualifying retiring board member.

7.03 The Director of Intervention is responsible for:

- a) Notifying the Executive Director of any outstanding achievements they have noticed with an Intervenor and recommend them for the outstanding achievement award.
- b) Presenting the Executive Director, when applicable, with names for the Team Recognition Award.
- c) Nominating an Intervenor, to the Executive Director for the Intervenor of the Year Award.

7.04 Intervenors and Consumers/Parents/Guardians are responsible for:

- a) Nominating, if they feel someone is worthy of the Intervenor of the Year Award or the Community and Staff Volunteer Award.

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**8. ATTACHMENTS**

Attachment A– Intervenor of the Year Award Nomination Form  
Attachment B – Community and Staff Volunteer Award Nomination Form

Approved by the CDBA-NB Inc.  
Board of Directors  
November 25<sup>th</sup>, 2003

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**Attachment A**



**The CDBA-NB Inc. Intervenor of the Year Award**

Presented annually to a special Intervenor who displays outstanding skills.

**Nomination Form**

**(Nominees name)** \_\_\_\_\_ has demonstrated outstanding “doing with, not for” Intervention skills as demonstrated in:

**Intervention activities:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Heightened community awareness by:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Special Initiatives:** \_\_\_\_\_  
 \_\_\_\_\_

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**Attachments may include pictures, video, personal experiences, etc.**

**Nominators Name:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Address:** \_\_\_\_\_



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**Attachment B**



**The CDBA-NB Community and Staff Volunteer Award**

**Nomination Form**

**(Nominees name)** \_\_\_\_\_ has demonstrated outstanding “doing with, not for” Intervention skills as demonstrated in:

**Volunteer activities:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Heightened community awareness by:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Special Initiatives:** \_\_\_\_\_

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**Attachments may include pictures, video, personal experiences, etc.**

**Nominators Name:** \_\_\_\_\_ **Phone #** \_\_\_\_\_  
**Address:** \_\_\_\_\_

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