

## **Employee Recognition Policies and Programs**

Corporate Employee Recognition Policies and Programs include but are not limited to:

- 1) Premier's Award for Excellence in the Public Service – developed and implemented by the Protocol Office;
- 2) Long Service Recognition Policy and Program (10, 25 and 35 years of eligible service) – developed and implemented by the Public Service Commission (PSC);
- 3) Employee Recognition (Retirement) Policy – developed by the PSC and implemented by the ministries; and
- 4) Employee Recognition (Superior Performance) Policy – developed by the PSC and implemented by the ministries.

### **1) *Premier's Award for Excellence in the Public Service***

This award is presented to members of Saskatchewan's public service (individuals, groups or teams) who have made outstanding on-the-job contributions to the government and citizens of the province. The recognition criteria represents what government values most in its public servants - quality service, innovation and leadership. Any individual or group may nominate a person, group or team for the Premier's Award for Excellence in the Public Service.

For more information on the award, visit:

[Premier's Award for Excellence in the Public Service](#) – outlines nomination criteria, process and related information.

### **2) *Long Service Recognition Policy and Program***

The intent of the program is to honour the dedication and loyalty of Government of Saskatchewan employees who have reached 10, 25 and 35 years of eligible service. Long Service Recognition Awards and Banquet are essential parts of the Long Service Recognition Program. Under this program, employees with 25 and 35 years of eligible service are offered to choose a gift from a wide array of options.

For more information on the program, visit:

- [Long Service Recognition web site](#) – outlines answers to questions about the program and includes award selection options for employees with 25 and 35 years of service.
- [Employee Recognition Long Service Policy PS 808-1](#) – outlines definition of the eligible service, roles and responsibilities and what items of recognition are available to employees for their eligible service.
- [FAM Long Service Recognition #4315](#) – outlines the long service recognition process, policies and procedures.

### **3) *Employee Recognition (Retirement) Policy***

The purpose is to acknowledge and thank retiring public service employees for their service.

For more information, visit:

- [Employee Recognition Retirement policy PS 808-2](#) – outlines the process of calculating the gift value and organizing the recognition event.
- [FAM Retirement Expenses #4320](#) – outlines employee recognition retirement policies and procedures.

### **4) *Employee Recognition (Superior Performance) Policy***

The purpose is to acknowledge outstanding performance of staff members.

For more information, visit:

## Section: PS 808-A Corporate Employee Recognition Policies and Programs Appendix A

Last revised:

Last reviewed: November 2015

**Next review:**

- **Employee Recognition Superior Performance policy PS 808-3** – outlines the process of recognition and responsibilities
- **FAM Recognizing Excellence #4325** – outlines policies and procedures including the upper limit for any financial reward for performance excellence.