

Recognition of Staff and Volunteers – B-P-002

Board of Health Policy

1.0 Policy Statement

The Board of Health recognizes employment service, retirement, and special circumstances related to staff and volunteers of the North Bay Parry Sound District Health Unit (Health Unit) on an annual basis.

2.0 Purpose

This policy sets out the systematic method used by the Board of Health to acknowledge staff and volunteers.

3.0 Scope / Responsibility

This policy describes the requirements to be observed by the Board of Health.

The Board of Health through the Medical Officer of Health/Executive Officer and management staff of the Health Unit ensure that this policy is implemented.

4.0 Procedure

4.1 Staff Functions

4.1.1 The Board of Health shall ensure that funding is provided on an annual basis to support staff activities associated with the Staff Appreciation and Retirement Service Award Luncheon and the Holiday Season Celebration Luncheon.

4.1.2 Arrangements to host staff functions are coordinated by Human Resources.

4.1.3 Board of Health members are invited and encouraged to attend these events.

4.2 Special Circumstances

In the event of any of the following special circumstances, Human Resources shall send the corresponding item to the employee or Board of Health member from Human Resources on behalf of the Board of Health and Staff of the Health Unit:

a) A gift (fruit basket) valued at \$50 (plus taxes and delivery charges) to acknowledge a serious accident, illness, and/or surgery that prevents a Board member from attending Board/Committee meetings or incapacitates a staff member from attending work for a 4 week calendar period.

b) A card and a floral tribute in the amount of \$100 (plus taxes and delivery charges) to acknowledge the death of the following:

- current Board member

- current staff member
 - current volunteer
 - the spouse (including common law partners), child, stepchild, grandchild of a current Board member and a current staff member
- c) A bereavement card to acknowledge the death of a current employee's immediate family (mother, father, sister, brother, stepsister, stepbrother, stepmother, stepfather, grandparent).
- d) A card to acknowledge the birth/adoption of a child of a current employee.

4.3 Retirement Recognition

A card and fruit basket valued at \$50 (plus taxes and delivery charges) will be given to a current permanent employee during the week of their retirement.

A staff member who has retired since the last Staff Appreciation and Retirement Service Award Luncheon, or informs Human Resources in writing that they will be retiring by June 30 of the current year, is presented with their award at the next Retirement Service Award Luncheon. If the employee also qualifies to receive recognition for service in that same year, the service award shall also be presented at the same time.

4.4 Service Recognition – Staff/Volunteers

4.4.1 Service awards (as set out in Tables A, B, C, and D) are presented annually to staff and volunteers by the Chairperson of the Board of Health, or delegate, and the Medical Officer of Health/Executive Officer at the Retirement, Service Award Luncheon. Staff and volunteers, who are not able to attend or prefer to be recognized in private manner, shall be presented with their award by the appropriate Executive Team member/designate at a later date.

4.4.2 In addition to the service award outlined in 4.4.1 for volunteers, all current youth volunteers are celebrated twice per year (December and June) at the program level (Healthy Schools) for their contributions. This celebration is organized in conjunction with the youth and coordinated by the Community Health Promoter who oversees the youth.

4.4.3 A listing of those staff/volunteers who qualify to receive service awards is prepared by Human Resources.

4.4.4 Human Resources is responsible for coordinating the event.

4.5 Qualifying Criteria for Staff/Volunteer Recognition

4.5.1 A permanent or temporary staff member must complete the full term of service to be eligible for receipt of the award.

4.5.2 Service for permanent and temporary staff is measured as years (not hours) of service since last date of hire.

- 4.5.3 Service for casual employees and volunteers is measured in hours.
- 4.5.4 A staff member may be recognized for both service and retirement in the same year.
- 4.5.5 For permanent and temporary staff members, award recipients are those who reach the respective service milestone between June 1 of the previous year and May 31 of the current year.
- 4.5.6 For casual staff members and volunteers, award recipients are those who reach the respective service milestone by March 31 of the current year. If a casual staff member has already received their award for five years of service, they will receive their next award once they have worked 9,100 hours.

4.6 Monetary Value of Recognition

- 4.6.1 The Board of Health shall review the monetary value of recognition as set out in Tables A, B, C, and D at least once every five years to ensure the value is adjusted as required.
- 4.6.2 Awards given are in the form of a gift certificate from select retailers or personal cheque. As such, awards are considered a taxable benefit to the employee (CRA).

**Table A
Permanent and Temporary Staff Service Recognition**

YEARS OF SERVICE	AWARD
5 Years	\$25
10 Years	\$75
15 Years	\$125
20 Years	\$175
25 Years	\$250
30 Years	\$325
35 Years	\$500
40 Years	\$650
45 Years	\$750

**Table B
Permanent Staff Retirement Recognition**

YEARS OF SERVICE AS OF DATE OF RETIREMENT	AWARD
Less than 5 Years	\$50
5 Years but less than 10 Years	\$100
10 Years but less than 15 Years	\$175
15 Years but less than 20 Years	\$250
20 Years but less than 25 Years	\$350
25 Years but less than 30 Years	\$450

YEARS OF SERVICE AS OF DATE OF RETIREMENT	AWARD
30 Years but less than 35 Years	\$550
35 Years but less than 40 Years	\$650
40 Years or More	\$750

Table C
Casual Employee Recognition

HOURS WORKED	AWARD
4,550 Hours	\$25
9,100 Hours	\$75
13,650 Hours or More	\$125

Table D
Volunteer Recognition

HOURS OF VOLUNTEER TIME	AWARD
100 Hours	\$25
200 Hours	\$50
300 Hours	\$75
400 Hours	\$100
500 Hours	\$125
600 Hours	\$150
700 Hours	\$175
800 Hours	\$200
900 Hours	\$225
1000 Hours or More	\$250

5.0 Records Retention

All records relating to this Policy are retained in accordance with the Records Retention and Management work instruction ([WI-HU-108](#)).

6.0 References

Internal References

- a) North Bay Parry Sound District Health Unit, [Board of Health Bylaws](#).
- b) [Quality Assurance Manual](#) (1999).
- c) Records Retention and Management – [WI-HU-108](#)

External References

- a) *Health Protection and Promotion Act*, R.S.O., 1990, c H.7. [Ontario E-Laws Website](#)
- b) *Municipal Act*, 2001, S.O. 2001, c. 25. [Ontario E-Laws Website](#)
- c) Canada Revenue Agency (CRA) – Taxable Benefits and Allowances (T4130). [Canada Revenue Agency Website](#)

7.0 Summary of Revisions

2018-06-04 – Section 4.2 a) and section 3 removal of flowers because the Health Unit has a scent-free workplace Board of Health policy. Section 4.2 b) removal of donation (in lieu of) since the Health Unit is not allowed to make donations. Table A – increase in years of service for 40 and 45 years. Table A and B - increase in dollar.

8.0 Board Policy Development Details

Author: **Human Resources**

Reviewed by: **Josée Goulet, Executive Director, Human Resources**

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