

SECTION 7

EMPLOYEE RELATIONS

7.02 EMPLOYEE RECOGNITION AND AWARDS PROGRAM

AUTHORITY: CIVIL SERVICE ACT

ADMINISTRATION: P.E.I. PUBLIC SERVICE COMMISSION
GOVERNMENT DEPARTMENTS / AGENCIES

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1. PURPOSE

1:01 The purpose of this policy is to provide information and guidance on the Employee Recognition Program for all employees within the civil service. Related agencies, ministries, boards, and commissions are welcome to adopt this policy to their own needs. This policy will provide a foundation on corporate and departmental recognition programs within the Province of Prince Edward Island.

2. POLICY STATEMENT

2:01 The Province of Prince Edward Island is committed to recognizing the leadership, hard work, and dedication of public servants who exemplify the public service core values of respect, integrity, accountability, and excellence. The Province of PEI recognizes employees for their innovation, achievements, first-rate client service and dedication. Recognizing the accomplishments of employees contributes to an engaged workforce and a supportive work environment and supports the attraction and retention of committed and engaged employees. Employees are accountable for their actions and strive for excellence in providing high quality service to citizens and colleagues.

3. APPLICATION

3:01 This policy applies to employees in the civil service departments: Department of Agriculture; Department of Environment, Energy, and Climate Action; Department of Economic Development, Innovation & Trade; Department of Education and Early Years; Department of Fisheries, Tourism, Sport & Culture; Department of Housing, Land and Communities; Department of Finance; Department of Health and Wellness; Department of Justice and Public Safety; Department of Social Development and Seniors; Department of Transportation and Infrastructure; Department of Workforce, Advanced Learning and Population; Liquor Control Commission, Cannabis Management Corporation; Executive Council; and Public Service Commission.

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4. PRINCIPLES

4:01 Employee Recognition plays a fundamental role in the attraction, retention and engagement of a skilled and talented workforce. It demonstrates how much of an impact employees have on our community and it supports the PSC's mission of providing a safe, healthy, engaging, productive and inclusive work environments. Recognition supports a healthy workplace culture and supportive work environment where employees are regularly acknowledged, feel valued and have pride in their work.

Recognition should be fair, transparent, frequent, timely and varied. It should also be linked to desired behaviour or performance and our public service values.

5. ACCOUNTABILITY

5.01 The PEI Public Service Commission (PSC) is responsible for coordinating and maintaining the Long-Term Service Recognition Awards Program ([HR Policy 7.01](#)) as well as the following corporate recognition awards:

- Departmental Innovation Award
- Douglas MacMaster Memorial Occupational Health and Safety Award
- Premier's Leadership Award for Diversity and Inclusion in the Public Service
- Premier's Excellence in Leadership Award
- The Engagement and Collaboration Award

The policy will be reviewed and updated by the PSC as needed.

6. DEFINITIONS

6:01 The following terms shall have the meaning as assigned to them below:

Employee Recognition - relates to any words or action(s) that makes someone feel appreciated and valued for who they are and recognized for what they do. This includes a range of formal and informal practices in the workplace that support organizational values, goals, objectives, and

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priorities through positive reinforcement of desired behaviours and performance.

Formal Recognition – Structured activities, official communication or events with specific criteria, which are used to recognize employee contributions, service and/or accomplishments. This includes the annual Public Service Week activities, Long Term Service Awards, Premier’s Excellence in Leadership Award, Premier’s Leadership Award for Diversity and Inclusion in the Public Service, Douglas MacMaster Memorial Occupational Health and Safety Award, Departmental Innovation Award, and the Engagement and Collaboration Award.

Informal Recognition – Acknowledgement of day-to-day contribution, service and/or accomplishments in the workplace through gestures of appreciation, communication, and/or feedback. This has a significant positive impact and affects an employee’s identification and engagement with an organization.

Award – For the purpose of this policy, award is defined as a non-cash item, such as a certificate, plaque or trophy.

7. AWARDS

7.01 The following is a brief overview of each of the formal employee recognition awards:

Long Term Service Awards - Long Term Service Awards are presented to employees that have 20, 25, 30, 35, and 40 years of service. These awards do not have to be applied for and are identified by the PSC and individual departments by determining an employee’s number of years of service. (More information available in HR [Policy 7.01](#))

Premier’s Excellence in Leadership Award - The Premier’s Excellence in Leadership Award recognizes a contribution to government and citizens of PEI resulting in a positive impact, while demonstrating excellence in leadership that embodies the overarching Public Service Leadership Competencies: Influence and Self Awareness, Builds Relationships, Leads Others, and Focuses on Results. It is the most prestigious

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leadership award available within the public service. This award is presented annually during Public Service Week.

Premier’s Leadership Award for Diversity and Inclusion in the Public Service - The Premier’s Leadership Award for Diversity and Inclusion is presented to individuals, teams, or departments of the PEI public service who have demonstrated leadership in the promotion and management of diversity and make a difference in the provincial public service in creating a corporate workplace culture that is fair, supportive, and inclusive. The Premier’s Leadership Award for Diversity and Inclusion is a way to recognize and celebrate employees and organizations that embrace diversity and inclusion in the workplace, encourage respect, eliminate barriers and help create welcoming and inclusive workplaces and communities. This award is presented annually during Public Service Week.

Douglas MacMaster Memorial Occupational Health and Safety (OH&S) Award - The Douglas MacMaster OH&S Award was established in 2006 in memory of Doug MacMaster, a long-time civil servant who strived to develop and promote safer working practices in the Provincial Forest Program. This award celebrates civil servants’ achievements in promoting and developing health and safety strategies in government. This award is presented annually during Public Service Week.

Departmental Innovation Award - Innovation plays an important role in improving services and increasing efficiencies in government. This award recognizes a department’s creation or promotion of a new service, product or variation on a current practice that is unique and adds value to the organization’s internal and/or external clients, e.g., efficient use of resources; improved service, procedures, technology, systems or methods; reduce costs, materials, handling or waste; increase productivity; or improve workplace safety and wellness. This award is presented annually during Public Service Week.

The Engagement and Collaboration Award - The Engagement and Collaboration Award recognizes a contribution to government and citizens of PEI through meaningful engagement with the public and/or cross-departmental collaboration with relevant stakeholders and/or partners resulting in a positive impact.

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8. AWARD REVIEW COMMITTEE

8.01 The recipients of the corporate recognition awards are selected by a selection committee/panel designated by the PEI Public Service Commission. The award review committee will be formed by impartial employees and in some cases external individuals. Committee members will excuse themselves from reviewing any nomination/application which may cause a conflict of interest.

9. THE FISCAL CRITERIA

9.01 The Province of Prince Edward Island together with the PEI Public Service Commission will call for nominations for the corporate recognition awards that be presented during Public Service Week. These nominations will reflect the previous fiscal year (ending March 31).

10. RECIPIENTS

10.01 Award recipients for Long Term Service Awards as well as the Formal Corporate Recognition Awards will be provided time to attend, or travel to, an official recognition event held during their regularly scheduled working hours. Time taken from regularly scheduled working hours to attend, or travel to, an official recognition event is treated as time worked in straight time hours.

11. PROCEDURES

11.01 The procedures for each of the Formal Corporate Recognition awards are outlined on the [PEI Public Service Commission webpage under Employee Recognition](#). These procedures offer guidelines to the nomination criteria, application process, roles and responsibilities for each award. The procedures are implemented by the PEI Public Service Commission and the Awards Review Committee.

Participation in the Employee Recognition program is voluntary and no employee shall be required to participate. Departments are encouraged to promote, raise awareness and participate in both the formal and informal

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components of the Employee Recognition Program.

- 11.02 As noted, Informal Recognition is ongoing day-to-day appreciation and acknowledgement for a whole host of positive contributions including outstanding performance, client service, teamwork, community involvement, innovation, leadership, etc. These accomplishments may be recognized by using one of the tools or methods listed on the PEI Public Service Commission website under Employee Recognition – [Everyday Employee Recognition](#).