1. **PURPOSE:**
	1. District Health Department No. 2 is committed to attracting, developing, and retaining the highest quality staff. Vital to pursuing this aim is the recognition of employees for exceptional performance, attitudes and achievements. District Health Department No. 2 prides itself in its employees and believes all employees should be recognized for longevity/years of service, good deeds, and going above and beyond in the name of public health. The purpose of this policy is to develop a culture where everyone feels valued for the work they do and are recognized for their contribution. This policy encourages recognition of individuals and teams through a range of formal and informal mechanisms.
2. **SCOPE AND DEFINITIONS:**
	1. This document applies to all directly employed staff within District Health Department No. 2.
	2. This policy does not apply to students, volunteers, contractors, and people not directly paid through District Health Department No. 2’s payroll.
3. **ORGANIZATIONAL CULTURE:**
	1. Organizational culture consists of shared values and beliefs about what is important, what behaviors are appropriate and ‘what it feels like to work at DHD2’. Culture influences how we feel about working for an organization and DHD2 is committed to creating a culture whereby staff are enabled to feel valued, involved, and proud of their agency. We recognize that excellent customer service and the highest quality of provided services is provided through a high quality and engaged workforce who feel valued for their contribution.
	2. Managers play a crucial role in recognizing staff for the work they do whether that is informally on a day to day basis or formally through organizational initiatives.
4. **POLICY:**
	1. INFORMAL RECOGNITION:
		1. The most effective means of acknowledging the work of others and letting know that their contribution is valued remains that of informal and immediate recognition. This may take the form of:
* A personal verbal ‘thank you’
* Sending an email or a personal note to the individual
	+ 1. The DHD2 2 Review Agency Newsletter offers a section monthly where employees are recognized for “Kudos”. This section recognizes employees who go above and beyond to
		2. further the mission of DHD2 through their work. Employees who appear in this section are recognized by other employees for a wide range of activities. All employees, coordinators, and supervisors are encouraged to nominate fellow co-workers each month.
	1. FORMAL RECOGNITION:
		1. Service Pins: Within DHD2, it is important that we recognize the loyalty of our staff through their service to the agency. Service pins will be given to employees after five (5) years of service, and in corresponding five (5) year increments. For example, the first pin is awarded after five (5) years of service and next at ten (10) years of service, and next at fifteen (15) years of service. Service pins will be awarded to eligible employees annually during the All-Staff training by the employee’s supervisor.
		2. Leadership Award: Once per year nominations will be submitted to the Health Officer to determine a Public Health Leader within DHD2. Nominations will be reviewed by the ASC committee and recipient will be chosen at that time.
1. **KEY RESPONSIBILITIES:**

5.1 The Employee is responsible for:

* Ensuring they treat colleagues and clients fairly and equitably
* Ensuring performance is in line with the organization’s mission
* Supporting the agency’s values and embedding them in their working lives

 5.2 The Management Team is responsible for:

* Ensuring staff are treated fairly and equitably
* Thanking staff regularly for the contribution they make
* Monitoring staff performance and providing appropriate development opportunities
* Supporting the agency’s values and embedding them in their working lives
1. **DISTRIBUTION:**
* Public Health Director (Directors) 1 copy
* Denise Bryan, Health Officer 1 copy
* Dr. Russell Bush, MD Medical Director 1 copy
* Human Resources 1 copy