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Communications
Research Centre
Canada

An Agency of
Industry Canada

Centre de recherches
sur les communications
Canada

Un organisme
d'Industrie Canada

CRC

Recognition

Program



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CRC Recognition Policy

1. Effective date

This policy is effective December 1, 2000.

2. Policy objectives

To ensure that the contributions made by CRC employees are acknowledged in ways that reflect the underlying values of CRC and the Public Service, and that recognition is sustained through formal and informal means.

3. Policy statement

CRC's policy is to recognize the significant contribution that CRC employees make to Canadian society through the excellence of the work they perform, the exemplary behaviour they demonstrate and the positive results they achieve.

4. CRC recognition program

CRC's recognition program consists of the following:

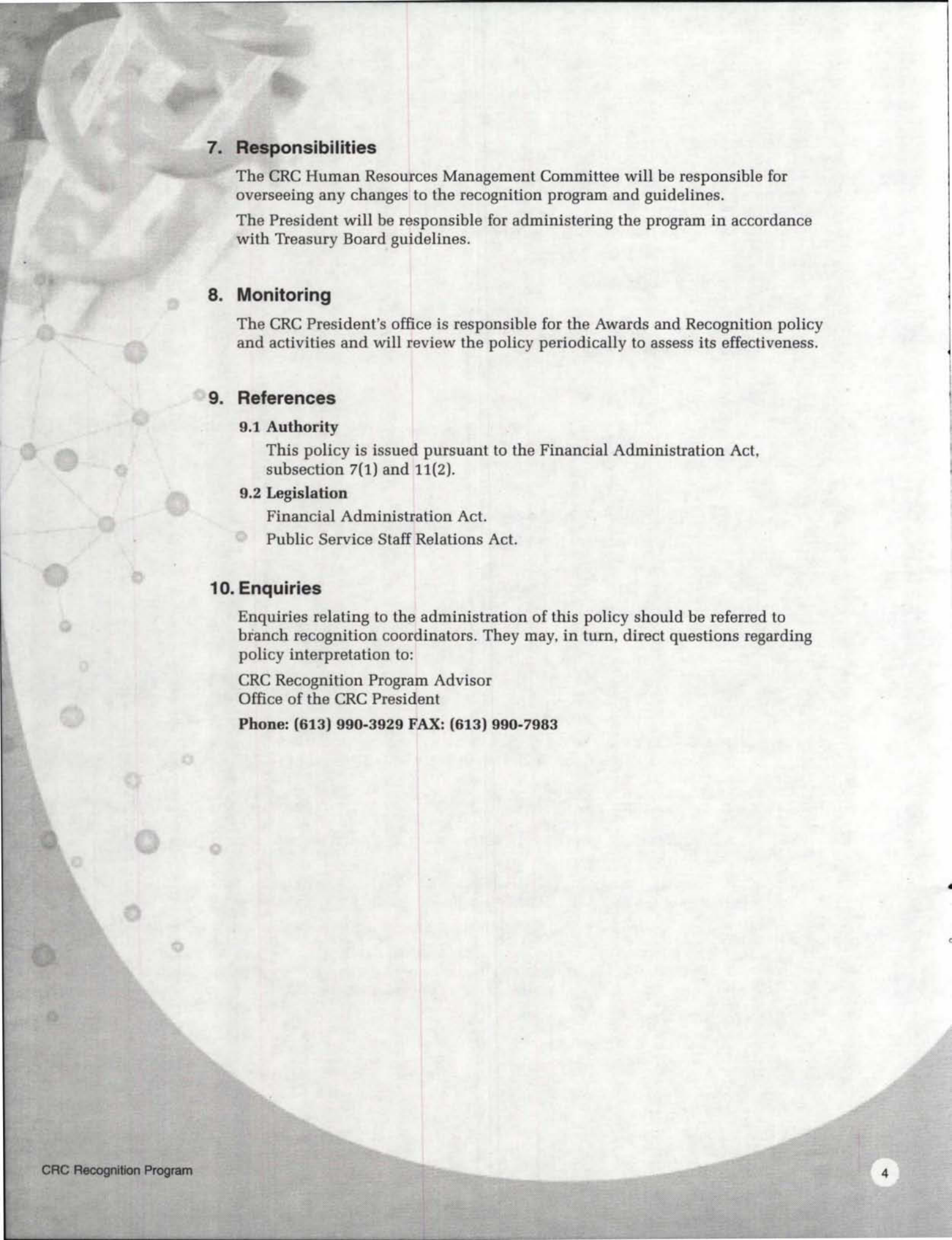
- Long Service Award
- On The Spot Achievement Award
- Branch Award
- Leadership Award
- President's Excellence Award

5. Application

Pursuant to the authority of the Treasury Board under section 7 of the Financial Administration Act, this policy applies to all branches within CRC.

6. Policy requirements

- Each branch is responsible for appointing a coordinator and organizing its branch activities.
- The CRC Human Resources Management Committee will be the selection committee for Leadership and President Excellence awards.
- Participating branches will be responsible for the costs of their recognition awards.
- The Income Tax Act applies to most awards. Employees will find their award benefits reflected on their T4 slips at the end of the year in which the award was bestowed, unless the award was a commemorative item, which is a non taxable item.



7. Responsibilities

The CRC Human Resources Management Committee will be responsible for overseeing any changes to the recognition program and guidelines.

The President will be responsible for administering the program in accordance with Treasury Board guidelines.

8. Monitoring

The CRC President's office is responsible for the Awards and Recognition policy and activities and will review the policy periodically to assess its effectiveness.

9. References

9.1 Authority

This policy is issued pursuant to the Financial Administration Act, subsection 7(1) and 11(2).

9.2 Legislation

Financial Administration Act.

Public Service Staff Relations Act.

10. Enquiries

Enquiries relating to the administration of this policy should be referred to branch recognition coordinators. They may, in turn, direct questions regarding policy interpretation to:

CRC Recognition Program Advisor
Office of the CRC President

Phone: (613) 990-3929 FAX: (613) 990-7983

CRC and Public Service LENGTH OF SERVICE Award

Definition

Awarded to individuals on their anniversary date for length of service.¹

Awarded For:

- ☐ 5 Years of Service at CRC
- ☐ 10 Years of Service at CRC

- ☐ 15 Years of Service in the Public Service
- ☐ 25 Years of Service in the Public Service
- ☐ 35 Years of Service in the Public Service

AWARD

Various, depending on career milestone. The 5 and 10 year awards are for service at CRC and are described as a commemorative item not to exceed \$50.

Process

Individuals to be identified by CRC's Human Resources Directorate.

Who Pays

The Direct Report is to pay for the 5 and 10 Years CRC Awards, with respect to Public Service Awards, these are funded corporately.

¹ This award will begin by recognizing those who have reached a specified milestone at CRC within the year 2000. In the case of recognition of CRC service, the service will have to have been uninterrupted (with the exception of paid leave).

ON-THE-SPOT ACHIEVEMENT Award

Definition

Awarded to individuals who have made exemplary contributions.

Awarded For:

- ☐ An exceptionally high level of service to clients.
- ☐ Exemplary work habits.
- ☐ Other achievement deemed appropriate by the Manager.

AWARD

Certificate of Appreciation, and/or congratulatory letter, and/or a commemorative award not to exceed \$200. A commemorative item is described as an object with the organizational logo, or an engraved item, and is permanently affixed to the item.

Process

Who can nominate

- Any CRC employee can make a nomination.
- The nominator must complete and sign the nomination forms and ensure support by at least two colleagues or clients.
- The nomination must be accompanied by supporting documentation that outlines situations and provides examples where the individual has demonstrated the above characteristics.

Who can approve

The Manager.

Who pays

The Manager is to pay for awards and presentation expenses.

BRANCH Award

Definition

Awarded to individuals or teams whose contribution exceeds normal performance and expectations for a project or work activity that results in excellence and/or a significant contribution to CRC's mission.

Awarded For:

- ☐ Contribution to a work assignment or project that demonstrates a commitment to duty beyond normal managerial expectations.
- ☐ Initiative that leads to improved employee morale and/or practices.
- ☐ Initiatives that result in improved client satisfaction.
- ☐ Other achievement deemed appropriate by the Direct Report.

AWARD

Letter of appreciation from the Direct Report and a commemorative item of a value up to \$200 for an individual, or a non-commemorative item of a gross value up to \$500 for an individual employee or \$1,000 for a group of employees.

- a) **Commemorative – a nontaxable benefit to the employee**
 - A commemorative item is described as an object with the organizational logo, or an engraved item and is permanently affixed to the item
- b) **Non-commemorative – a taxable benefit to the employee**
 - A non-commemorative item is described as an object that is not engraved or does not display the organizational logo
 - A non-commemorative item is purchased by the organizational employee (e.g. theatre tickets, wall paintings, dinner for two, etc.) up to a maximum of \$250 for a gross reimbursement of \$500 to make up for statutory deductions

Process

Who can nominate

CRC Managers must submit a brief description outlining the accomplishments of the nominee along with the nomination form.

Who can approve

The Direct Report, in part, through validation that the above-mentioned characteristics of individuals/team members are substantiated in previous Performance Appraisal(s)

Who pays

The Direct Report is to pay for awards and presentation expenses.

LEADERSHIP Award

Definition

Awarded to individuals who have played a critical role in recognizing, attracting and working with talents towards a shared purpose in the best interests of CRC, the people comprising CRC, and the people CRC serves.

Awarded For:

- ☐ Providing a vision and path for the CRC in a changing environment.
- ☐ Implementating activities allowing the organization to meet or exceed its objectives
- ☐ Fostering an environment of trust, respect and open communication
- ☐ Making a sustained effort to motivate, coach, recognize and value employees and their contributions
- ☐ Encouraging and/or taking risks
- ☐ Other achievement deemed appropriate by the Direct Reports

AWARD

A plaque and a letter of appreciation from the President and a commemorative award, at the choice of the individual, of a value up to \$200. All nominated individuals receive a letter signed by the President, expressing his/her appreciation.

Commemorative – a nontaxable benefit to the employee.

A commemorative item is described as an object with the organizational logo, or an engraved item, and is permanently affixed to the item.

Process

Who can nominate

- Direct Reports must submit nomination to the Human Resources Management Committee (HRMC)
- The nomination must be accompanied by supporting documentation that outlines situations and provides examples where the individual has demonstrated the above-mentioned characteristics

Who can approve and how

HRMC, in part, through validation that the above-mentioned characteristics are substantiated in previous Performance Appraisal(s).

Who pays

The Direct Report is to pay for awards and presentation expenses.

PRESIDENT'S EXCELLENCE Award

(Providing Recognition to Individuals Dedicated to Excellence)

Definition

Awarded annually to individuals or teams, who received the BRANCH Award or LEADERSHIP Award, and who have contributed, in an exceptional way to scientific and research excellence and/or to the operation and core values of the CRC.

Awarded For:

- ☐ Scientific and research excellence
- ☐ A contribution that results in a major impact on the achievement of organizational objectives, or culminates in an enhanced organizational image (i.e. fostering business development opportunities, leading to major marketing initiatives)
- ☐ Collaborative efforts and partnerships
- ☐ Performance of duties under extraordinary circumstances in a manner that constitutes a contribution of unusual merit to the Public Service
- ☐ Innovation that results in important improvement to operations (cost saving suggestion)
- ☐ An outstanding contribution unattainable without dedicated teamwork (i.e. where the participation of all members in a team made the difference)
- ☐ Work performance at an unusually high level over an extended period of time
- ☐ Successful completion, in a manner beyond what could normally be expected by management, of a major project, special assignment or research study
- ☐ Other achievement deemed appropriate by the Committee of Direct Reports and the President

AWARD

Given once a year, a framed certificate from the President and monetary award up to \$5,000 per individual and \$10,000 per team.

NOTE: Monetary awards are taxable benefits.

Process

Who can nominate and how

The President considers nominees for this award from the pool of approved BRANCH and LEADERSHIP Award recipients, or at his or her discretion, may consider others for this award.

Who can approve

The President must consult with the Human Resources Management Committee before approving the award.

Who pays

The President's Office will pay for the awards and presentation expenses.

Nomination Template	
Nominator	Sector/Branch
Telephone Number	Date Submitted
	Signature
Endorsed by	Signature
Endorsed by	Signature

NOMINEE		
<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	First Name	Last Name
Language Preference <input type="checkbox"/> English <input type="checkbox"/> French	Sector/Branch	Office Telephone Number
PRI Nominee's name as it should appear on certificate if applicable		

AWARD CATEGORY		
<input type="checkbox"/> Branch Award	<input type="checkbox"/> President's Excellence Award	<input type="checkbox"/> On-the-Spot Achievement Award
<input type="checkbox"/> Leadership Award		

SUMMARY OF ACHIEVEMENTS

PRIVACY ACT STATEMENT
<p>Personal information provided on this form is collected under the authority of the FAA S.7. Personal information provided is protected under the provisions of the Privacy Act.</p> <p>AWARD: Letter of appreciation from the Vice President and</p> <p>A. Commemorative Item of a value up to \$200 per employee, or</p> <p>B. Non-Commemorative Item of a value up to \$500 for an individual employee or \$1,000 for a group of employees \$_____ (indicate GROSS amount)</p> <p>NOTE: This item is a taxable benefit to the employee. Deductions are approximately 50% of the gross amount and therefore will have an effect on the net amount refunded to the employee. (i.e. Gross \$500 – taxable benefit approx. 50% = receipts totalling \$250 reimbursed to the employee)</p>

Responsibility Centre Approval			
	Name	Signature	Date
Responsibility Centre Approved by			

NON-COMMEMORATIVE (only)					
Resp. Centre	Branch	Allotment	Line Object	Project	Amount- Actual
Certified Pursuant to Section 34 of the Financial Administration Act Signature:					