



<b>POLICY NAME:</b>	<b>Employee Recognition</b>
<b>Effective Date:</b>	September 24, 2025
<b>Policies Rescinded:</b>	1903, 1969-01
<b>Document Owner:</b>	Chief Administrative Officer
<b>Required Review Date:</b>	September 2030
<b>References:</b>	

### PURPOSE

Woodlands County recognizes that its employees are central to delivering high-quality municipal services. The purpose of this policy is to establish a framework for recognizing employee contributions throughout their employment lifecycle, in order to:

- Enhance employee pride, morale, and engagement.
- Demonstrate appreciation for years of service, milestones, and retirements.
- Provide formal and informal opportunities to celebrate exceptional performance, teamwork, and living County values.
- Offer recognition that is consistent, transparent, and fiscally responsible.

### POLICY STATEMENT

Woodlands County is committed to creating a culture where employees feel valued and appreciated. Recognition will be provided through a structured program, aligned with the County’s ROOTS (Recognizing Our Outstanding Team & Service) Framework.

Council sets the overall recognition philosophy and budgetary authority. The Chief Administrative Officer (CAO) is delegated the authority to design and administer the recognition program, within Council-approved resources, in a way that balances employee appreciation with responsible stewardship of public funds.

### DEFINITIONS

**Employee Recognition** – Any formal or informal acknowledgement of employee contributions, achievements, or milestones.

**Service Milestones** – Recognition of continuous service with Woodlands County at defined intervals (e.g., 5, 10, 15 years).



**Retirement Recognition** – Acknowledgement of employees upon leaving the organization at retirement.

**Formal Awards** – Structured awards under the ROOTS framework (e.g., milestone awards, annual excellence awards).

**Informal Recognition** – Day-to-day gestures of appreciation administered by supervisors, managers, or peers.

**Compassion Recognition** – Expressions of condolence or support to employees or their immediate families in times of illness, injury, or bereavement.

## ADMINISTRATIVE RESPONSIBILITY

### Chief Administrative Officer (CAO)

- Administers recognition programs in alignment with this policy and within approved budgets.
- Establishes Administrative Procedures and guidelines under the ROOTS Recognition Framework.
- Authorizes recognition expenditures within the delegated authority.

### Directors & Managers

- Implement recognition activities in their departments.
- Encourage informal recognition as part of daily leadership practice.
- Nominate staff for formal recognition awards where applicable.

### Human Resources

- Coordinates corporate recognition programs.
- Maintains records of service milestones and retirement eligibility.
- Provides guidance and support to managers in administering recognition.

## GUIDELINES

Recognition may include, but is not limited to:

1. **Service Milestones** – Structured recognition of continuous service (e.g., certificates, plaques, monetary or non-monetary awards).
2. **Retirement Recognition** – Standardized acknowledgement of retiring employees in line with Council-approved values.
3. **Annual Awards** – Recognition tied to ROOTS values (e.g., outstanding teamwork, innovation, safety, leadership).
4. **Compassion Recognition** – Appropriate gestures such as flowers, cards, or donations to acknowledge significant life events.
5. **Informal Recognition** – Supervisor and peer-based appreciation (e.g., thank-you notes, team lunches, public acknowledgement).

All recognition must be:

- Equitable and consistently applied.
- Financially responsible and within approved limits.
- Reported annually to Council as part of Human Resources reporting.



*Original Signed*

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CAO Signature

**END OF DOCUMENT**

<i>Version</i>	<i>Date</i>	<i>Approved by</i>	<i>Type of Change</i>	<i>Summary of Change</i>	<i>Reference</i>
1.0	September 24, 2025	Council	Original Policy	New	Resolution #