

Defining Roles and Responsibilities

It is a good idea to identify specific roles and responsibilities at this stage of your program development - what will you expect from senior leaders? what will you expect from employees at all levels? Roles and responsibilities should be identified and clearly communicated. Below you will find the roles and responsibilities of the PSC and Deputy Heads as outlined in the recognition policy. In order for recognition to be successful, managers and employees need to understand their roles as well.

PSC

- ★ provide advice and assistance to departments on the application of the Employee Recognition Policy
- ★ provide tools and templates to departments to support their recognition activities
- ★ provide leadership with respect to networking and information sharing
- ★ coordinate corporate award programs such as; Premier's Award of Excellence, Long Service Awards for years of service greater than 25 years, and Provincial Public Service Week
- ★ develop and maintain a corporate employee recognition website
- ★ maintain an inventory of corporate and department formal recognition activities for the purpose of communicating progress and sharing best practices

Deputy Heads

- ★ when participating in recognition activities, integrate the elements of the Employee Recognition Policy within department's recognition programs, and complying with it's directives
- ★ communicate corporate and/or department values, goals and objectives when engaging in recognition activities
- ★ authorize, monitor and record expenditures related to recognition activities
- ★ maintain an inventory of department-specific formal recognition activities
- ★ provide a supportive work environment for employees
- ★ model the consistent practice of informal, day-to-day recognition

Managers

- ★ demonstrate support through participation in recognition activities
- ★ provide recognition to individuals and/or teams for positive performance that contributes to the department's values, goals and objectives
- ★ take time to learn about employee preferences
- ★ communicate business values, goals and objectives and employee's role in achieving them
- ★ provide a supportive work environment
- ★ coach employees
- ★ provide employees with opportunities to provide input
- ★ provide employees with constructive feedback
- ★ encourage teamwork

Employees

- ★ demonstrate support through participation in recognition activities
- ★ help to create a positive work environment
- ★ provide recognition to peers for positive behaviours and to managers for positive leadership
- ★ participate on recognition committees (steering committee, selection committee)
- ★ nominate colleagues for corporate or department recognition awards