## Public Service Commission
## Employee Recognition - Formal Award Inventory

As per the employee recognition policy, departments will maintain an inventory of formal recognition activities. Periodically the Public Service Commission contact departments for this information, in order to create a corporate inventory of formal awards. This information will be shared for the purpose of communicating success and best practices. Here is a sample outlining the type of information you should include in your inventory.

| Employee Recognition – Formal Award Inventory | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Employee #** | **Last Name** | **First Name** | **Award Name** | **Item Awarded** | **Date Awarded MM/DD/YY** | **Reason for Award** | **Individual Award** | **Team Award** | **Awarded By** | **Value of Award** | **Award Authorized By** |
| P245684 | Hudson | Stanley | Minister Award | Certificate | 09/01/06 | Service Excellence | ✔ | | Minister Meredith Palmer | $2.00 | Deputy Minister |
| P648579 | Beesly | Pam | Service Milestone | Pin | 01/01/07 | 15 years service | ✔ | | Executive Director, Oscar Martinez | $5.00 | Deputy Minister |
| P245789 | Scott | Michael | OHS | Trophy | 02/02/07 | Safety improvements | | ✔ | Supervisor, Kelly Kapoor | $10.00 | Deputy Minister |
| P645987 | Halpert | Jim | OHS | Trophy | 02/02/07 | Safety improvements | | ✔ | Supervisor, Roberto Salotti | $10.00 | Deputy Minister |
| P458952 | Levinson | Jan | Values | Gift Basket | 03/05/07 | Demonstrates integrity | ✔ | | Commissioner Andy Bernard | $25.00 | Commissioner |
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