

Nova Scotia Public Service Commission
Employee Recognition Program



success through
people



Leadership and excellence in human resource management

Introduction

The employees at the Public Service Commission are committed to making a difference in the lives of Nova Scotians by contributing to a continuing and improved availability of skilled, dedicated and diverse public servants. The Employee Recognition Program allows the Commission to appreciate and recognize staff on an ongoing basis.

Employee recognition programs and activities lead to higher levels of engagement in employees - employees who are engaged are satisfied with their work, are more likely to stay with government, are more likely to promote government as a great place to work and will provide a higher level of service to Nova Scotians. Recognition enhances employee engagement and recognizes, reinforces and promotes positive behaviours that support values, business goals and objectives.

The Public Service Commission is committed to leading by example. In this regard, our own environment will be reflective of government's HR values - Respect, Integrity, Diversity, Accountability, and the Public Good. An exciting employee recognition program helps achieve those commitments, and supports the vision, mission and goals of the Commission.

Vision, Mission & Goals

The Employee Recognition Program recognizes those behaviours and efforts that advance the Commission's vision, mission and goals.

VISION - Leadership and excellence in human resource management.

MISSION - To provide leadership, strategic direction and expertise in human resource management to support a strong Nova Scotia public service.

VALUES – The Public Service values guide program development and delivery and help us promote positive, co-operative relationships among employees, and with our clients, community partners and the public.

Respect

Accountability

Integrity

The Public Good

Diversity

GOALS

- To make a difference through a skilled, committed, and accountable workforce
- To be a preferred employer
- To be a safe and supportive workplace
- To be a diverse workforce
- To be a learning organization



Recognition Program Overview

PURPOSE

The Recognition Action Team (RAT Pack) aims to recognize PSC employees and lead departmental recognition activities, both formal and informal, in line with Corporate and Departmental goals and values.

VISION

To build a culture of recognition.

GOALS

- To establish a recognition program including formal and informal components.
- To establish an evaluation framework for the PSC recognition program.
- To develop a communication plan for the PSC recognition program.
- To educate employees on the value of recognition.
- To create recognition tools and resources for managers and supervisors.

RAT Pack Composition:

Membership should be composed of representatives from each division within PSC central, as well as a representative from each of the HR forums.

Term:

Each member will serve on the Recognition Action Team for a term of two (2) years.

Meetings:

Members will meet on a monthly basis, or more frequently, if required.

Roles:

Chair (Pied Piper)

Co-Chair (Co-Piper)

Coordinator (Rat Scratcher)

Treasurer (Animal Comptroller)

Partners/Stakeholders:

PSC Commissioner

PSC Senior Management

HR Community (PSC Employees)

RAT Pack Considerations:

- Ensure the recognition program meets the needs of all PSC employees
- Emphasize the importance of informal recognition
- Ensure that recognition activities are measurable
- Ensure recognition and recognition activities are inclusive of all levels and from all sources, such as senior leaders, managers, employees, peers, and clients
- Link recognition activities to the PSC goals and values
- Distinguish between 'rewards' and 'recognition' – recognition may not always have a reward, and must be tied to an objective or value
- To utilize recognition as a strategy to change workplace behaviours, engage employees, and foster a supportive work environment
- To use recognition as a way to market what the PSC is doing well.



Recognition Program Components

Recognition is an essential part of creating a supportive work environment where employees feel valued and respected for who they are, and acknowledged for the fine work they do. The Public Service Commission Employee Recognition Program is both a program and a culture, demonstrated through formal and informal components. Formal recognition refers to structured, scheduled activities or events with specific criteria used to recognize employee contributions for desired performance. Informal recognition refers to spontaneous gestures of sincere thanks from managers and colleagues about positive employee performance.

ANNUAL COMMISSIONER'S AWARD

The award recognizes employees of the Public Service Commission who demonstrate a commitment to the corporate values of respect, integrity, diversity, accountability and the public good. These employees, through the work they perform - teamwork, volunteer work (internal or external), or project work, embody the corporate values.

Who is eligible?

Any employee(s) of the Public Service Commission with six (6) months of continuous service is eligible. Team or individual nominations for specific accomplishments are welcomed.

What is the time frame for eligibility?

An individual or team is eligible for recognition of accomplishments that were carried out during the fiscal year. For example, nominations for the 2008 Award would be for accomplishments carried out during the period of April 1, 2007 to March 31, 2008.

Who can nominate?

A nominator can be anyone employed with the Nova Scotia Government.

How many nominations can be forwarded?

Any numbers of employees can be nominated, however; there will only be one award presented each fiscal year to each employee.

What is the nomination process?

Nominators complete a Nomination Form which will describe how the nominee clearly demonstrates each of the five(5) public service values. The nomination must be accompanied by two (2) signatures of others who can attest to the nominee's suitability for the award. The form is then forwarded to the Chair of the Recognition Action Team. Nominations will be reviewed by a Selection Committee composed of public servants from outside the PSC community and each nominee who meets the criteria will receive an award.

How are selections made?

A selection panel external to the Public Service Commission will rate the nominations based on the completed forms and any attached reference materials (samples of work, pictures, certificates of appreciation, etc.). Nominations will be assessed on what was done, how it was done, the result and impact of the activity and how the activity and behaviours demonstrated the public service values.

How many awards are available each year?

There is no set limit on the number of awards available; this is dependant upon the number of nominations received and which are successful.



What is the award?

The award is a framed certificate which will be presented by the Commissioner on the Nova Scotia Public Service Commission. Along with the framed certificate, your achievement will be posted on the PSC Recognition website and Newsletter as inspiration to all.

When is the award presented?

The award(s) are presented each year during Provincial Public Service Week.

What is the deadline for nominations?

All nominations must be received by 4pm on the second Friday of September each year.

How can I access an application form?

The application forms are available in electronic format on the Public Service Commission website at <http://www.gov.ns.ca/psc/v2/hrCentre/resources/recognitionResources.asp> or by contacting a member of your Recognition Action Team.

THE BIG CHEESE AWARD

The 'Big Cheese' Award is a nomination based recognition program for PSC employees to recognize leaders within the department who actively demonstrate and value the RAT Pack's vision to "Build a culture of recognition".

Who is eligible?

Any full-time, part-time, or casual employee of the Public Service Commission is eligible. The employee must have a minimum of six (6) months of continuous service

What is the time frame for eligibility?

There is no time frame for eligibility; however, the actions the candidate has demonstrated should have occurred within the past year from the date of submission. Submissions are welcome any time and will be reviewed on a continuous basis by the RAT Pack.

Who can nominate?

A nominator can be anyone employed with the Public Service Commission.

What is the nomination process?

Employees can download the Big Cheese Award nomination form from the PSC website, where they can fill out the form, and email it to the RAT Pack Committee. The RAT Pack will review the nomination to ensure it describes actions and behaviours that are in-line with their vision for departmental recognition.

The form has a text box space that allows the nominator to write 150 words or less about this PSC recognition leader. The nominator is asked to provide specific examples of actions and behaviours that the person has demonstrated, which they believe make them deserving of the award.

When and how is the award presented?

Once the nominations have been collected, they will be shared (with the nominee's permission) electronically with the rest of the PSC. This will be done twice per year: once at the halfway point, and again at year's end. This will be included as a separate document, but sent along with the PSC Bulletin. The physical award will be presented to the winners in a timely fashion by members of the RAT Pack accompanied by the nominator.



How can I access an application form?

The application forms are available in electronic format on the Public Service Commission website at www.gov.ns.ca/psc2/hrcentral.amHRprofessional/.

MILESTONE AWARDS

To recognize employees of the PSC who have achieved 1, 5, 10, 15, and 20 years of service to government starting in 2008 and continuing on a yearly basis.

Eligibility Criteria:

The employee must achieve the milestone year (noted above) within the calendar year the award is being presented. Eligibility will be determined by a committee member requesting a list from SAP, in early September, of years of service for all PSC employees.

There will be no grandfathering in the inaugural year (2008) of employees who have achieved milestone years.

The Award:

The Award for 1 & 5 years of service is a framed certificate.

The Award for 10, 15 & 20 years of service is a framed certificate along with a small token of appreciation.

Ceremonies:

One and five of service certificates will be printed and framed by the RAT Pack and then forwarded to the manager/supervisor of the employee. It will be up to the manager/supervisor to decide when a timely presentation can be made.

Ten, fifteen, and twenty years of service awards will be presented to employees at a function in December in which all members of the Public Service Commission will have the opportunity to attend.

GETTING TO KNOW YOU - Profiling PSC Employees

Getting to Know You is a form of informal recognition designed to assist all PSC staff get better acquainted with one another. The RAT Pack will use an up to date departmental listing of staff (permanent, term, temporary, and casual) to randomly select an individual. A member of the action team, upon approval from the employee, will conduct a short interview. The interview will highlight hobbies, volunteer work and any other piece of information the employee wishes to share with colleagues. Each write up will also identify their division, position, and how long they have been with the PSC. A picture will be taken (with the interviewee's permission) and be published alongside their interview in the PSC bulletin. The goal will be to have one employee recognized in each PSC bulletin. The interviewer will rotate among RAT Pack members.

