



PEGUIS FIRST NATION EMPLOYEE RECOGNITION POLICY

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PFN-HR-18

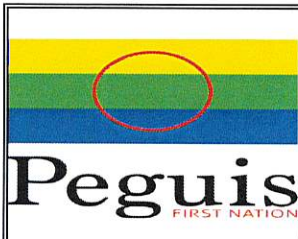
Effective Date:

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Feb 20/2025

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1.0. Purpose

Peguis First Nation values the dedication and contributions of its employees. This Employee Recognition Policy is established to acknowledge and reward employees for their continuous long-term service and outstanding performance. The recognition program aims to enhance employee morale, motivation, and engagement by formally celebrating their efforts and achievements.

2.0. Scope of Applicability

This policy applies to all full-time employees of Peguis First Nation.

3.0. Employee Recognition Day

The Employee Recognition Day will be held annually in the first week of March. This event will serve as a formal gathering where Peguis First Nation acknowledges and celebrates the contributions of its employees.

4.0. Eligibility and Recognition Categories

4.1. Long Service Recognition Eligibility and Awards:

Employees who have completed continuous service milestones through full-time employment and remain in good standing with the organization are eligible for recognition annually. Employees will receive only one award per milestone. For example, if an employee completes 5 years of continuous service, they will receive the 5-year award. The next award will only be granted upon completing 10 years of continuous service. If an employee has more than 5 years but less than 10 years of service, they will only be eligible for the 5-year award. The awards granted will be as follows:

- 5 Years of Continuous Service – Award value \$100
- 10 Years of Continuous Service – Award value \$200
- 15 Years of Continuous Service – Award value \$300
- 20 or More Years of Continuous Service – Award value \$400

4.2. Best Performer or Outstanding Spirit Recognition Eligibility and Awards:

Employees eligible for the Best Performer or Outstanding Spirit Award must demonstrate exceptional performance in the following areas:

- Outstanding job performance and task completion as per their roles and responsibilities
- Adherence to the Seven Grandfather Teachings of the Ojibwe, which include Wisdom, Love, Respect, Bravery, Honesty, Humility, and Truth.
- Positive attitude and professional behavior
- Consistency in attendance and punctuality
- Contribution to team success through mentoring or knowledge sharing
- Initiative in problem-solving

Each department may nominate one (01) Best Performer or Outstanding Spirit employee for every ten (10) employees. For instance, if a department has between 20 and 30 employees, it may



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nominate two (02) best performers.

Each best performer will receive an award value \$100.

5.0. Nomination and Selection Procedure:

5.1. Long Service Recognition:

- The HR Department will prepare the list of long-service employees based on the defined eligibility criteria by the last week of January each year.
- The HR Director will submit the list to the Executive Committee for review and approval by the first week of February.
- The Executive Committee will provide their approval and feedback by the second week of February.

5.2. Best Performer or Outstanding Spirit Recognition:

- The HR Department will distribute Best Performer or Outstanding Spirit Nomination Form (PFN-HR-19) to each department's Program Director/Supervisor by the second week of January.
- Program Directors/Supervisors will fairly evaluate employees based on the defined eligibility criteria.
- Program Directors/Supervisors must submit the completed nomination forms to the HR Department by the last week of January.
- The HR Director will compile the nominations and submit the final list to the Executive Committee for approval by the first week of February.
- The Executive Committee will review and provide their feedback or approval by the second week of February.

6.0 Responsibilities

6.1. Program Directors/Supervisors Responsibilities:

- Evaluate employees fairly based on the defined eligibility criteria.
- Complete and submit the Best Performer or Outstanding Spirit Nomination Form (PFN-HR-19) by the last week of January each year.

6.2. HR Department Responsibilities:

- Distribute the Best Performer or Outstanding Spirit Nomination Form (PFN-HR-19) to all Program Directors/Supervisors by the first week of January each year.
- Prepare the continuous Long Service Employees list annually.
- Compile and submit the list of nominees for Best Performer or Outstanding Spirit and Long Service Recognition to the Executive Committee by the second week of February.
- Submit the expense requisition to the Finance Department by the second week of February.
- Issue an official memo regarding the Employee Recognition Event by the third week of February each year.
- Organize and coordinate the Employee Recognition Day event, including:
 - * Booking of the community hall and caterer
 - * Arranging food and refreshments
 - * Procuring awards for recognized employees



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7.0 Policy Review

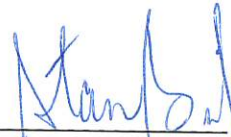
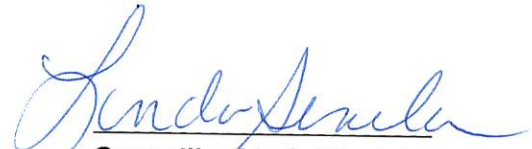
This policy will be reviewed periodically by the HR Department and the Executive Committee to ensure continued effectiveness and alignment with Peguis First Nation's objectives.

8.0 Relevant Forms

Best Performer or Outstanding Spirit Nomination Form (PFN-HR-19).

The Peguis First Nation Chief and Council reviewed and approved this **Employee Recognition Policy** 20th day of February 2025.

Peguis First Nation,


Chief Stan Bird
Councillor Kelvin Wilson
Councillor Linda Sinclair
Councillor Mary Tyler Bear
Councillor Dennis Cameron
Councillor Terrance Sinclair
Councillor Donna Lee Sutherland