



POLICY NAME:

Employee Recognition Policy

(High Five Hero Award)

POLICY Human Resources
AREA:

POLICY NO: HR25-004

APPROVAL DATE: August 25, 2025

LAST UPDATED:

POLICY STATEMENT

1. The Town of Tisdale is committed to fostering a positive, supportive, and high-performing work environment. We believe that recognizing and celebrating employee contributions encourages a culture of appreciation and excellence.
2. This program will be called High Five Hero Award highlights individuals who consistently go above and beyond in their roles, helping to build a stronger organization and a better community.

PURPOSE

3. The purpose of this policy is to celebrate employees who go above and beyond in their roles. Whether it's delivering outstanding customer service, showing exceptional teamwork, or making a positive impact in the workplace, this program highlights the everyday heroes who make our organization thrive. It's our way of saying, "High five — you rock!"

SCOPE

4. This policy applies to all full-time and part-time employees currently employed by the Town of Tisdale.

CRITERIA FOR SELECTION

5. Nominees for the High Five Hero Award should demonstrate excellence in one or more of the following areas:
 - a. Outstanding customer service
 - b. Strong teamwork and collaboration
 - c. Positive attitude and professionalism
 - d. Initiative and problem-solving
 - e. Reliability and going above and beyond normal duties

NOMINATION PROCESS

6. Each Department Head will submit one nomination per month, recognizing an employee within their department.
7. Nominations must include specific examples of how the employee made a meaningful contribution that month.



8. Submissions are due by the last Friday of each month.

RECOGNITION AND REWARD

9. The selected High Five Heroes will receive:
 - a. A \$20 gift card
 - b. A certificate of recognition
 - c. A feature in the bulletin board.
 - d. A formal recognition at the monthly staff meeting.
 - e. A shoutout on the town's social media account.

ANNUAL BONUS RECOGNITION

10. At the end of the calendar year, the employee who has received the most "High Five Hero" Awards will be named the Annual High Five Hero and awarded a \$100 gift card during the Christmas Party.
11. In the event of a tie, the selection committee will determine the winner based on overall contributions and impact throughout the year.
12. This policy will be reviewed periodically to ensure alignment with company objectives and labour regulations.

Mayor

Chief Administrative Officer