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|  | POLICY | |
| | HR-111 Member Recognition and Awards | |
| | Original Date | Revision Date |
| | March 25, 2013 | December 1, 2020 |

Policy

RCMSAR shall have a process to ensure that deserving members are recognized for exceptional performance and dedication. This may take the form of both internal and external recognition.

Station leadership is an important component in identifying members and are encouraged to participate in this process.

This policy provides the standardized nomination process to be utilized including what levels of approval and endorsement are required.

Reasons for Policy

RCMSAR recognizes both the need and value of recognizing its personnel for their achievements and contributions to the organization and their communities. Recognition also has the effect of raising the awareness and profile of RCMSAR.

Guidelines

RCMSAR Awards-Process

On an annual basis, Headquarters will issue to all stations a “Call for Award Nominations”. This will normally occur early in each calendar year.

The call for nominations will include a guide that sets out eligibility criteria, description, and purpose of the award(s), who sponsors the award, a submission template, submission process and a timeline for submission. Nominations cannot be made on behalf of oneself.

Headquarters and Station Leadership will develop nominations for a deserving and eligible candidate or candidates. Submissions must be signed and submitted by the station leader or appropriate HQ director.

Following the closing date for submissions the Manager, Human Resources (MHR) will establish a “Recognition Committee” (Committee) who will be charged with reviewing all submissions to ensure that nominees meet the eligibility criteria, and submissions are complete,

accurate, and well written. The CEO will chair the recognition committee which will consist of the Manager Human Resources, plus one additional director and two station leaders who have not submitted nominations for that calendar year.

In cases where the nomination does not meet the eligibility or is not sufficiently substantiated the CEO may contact the Station Leader making the nomination to discuss the matter and explore alternatives.

Following the review of nominees, the Committee will prepare a submission to the Board seeking endorsement for those nominees being recommended for an award(s). The only exception is the CEO Commendation which is awarded by the CEO.

With regards to external awards, excluding the CCG Awards, a letter of endorsement will be prepared by either the CEO or Board Chair

The letter of endorsement together with the supporting documents will be submitted by Headquarters on behalf of the nominating station to the agency/organization offering the award with copies sent to the Station Leader and put on the nominee's personnel file.

Members receiving an award will normally be recognized at the Annual General Meeting (AGM) of RCMSAR.

Stations

Stations are encouraged to develop station-based programs to acknowledge and recognize the contributions of their members to their station and their community. Recognition can take a variety of forms whether individual (i.e. volunteer of the month) or group (i.e. crew, work party etc.).

Station based programs must be applied in a fair and consistent manner.

It is the responsibility of Stations Leaders to ensure that their members receive their RCMSAR 'service pins', by requesting them from HQ.