

Part: **Financial Management and Administration**
 Section: **Treasury Board's General Management Policies**
 Subsection: **Allowances, Benefits and Other Employee-related Expenses**
 Policy: **Recognizing Excellence**

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 Date: **2017-06-01**
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Recognizing Excellence

Objective

The objective is to outline the policy for recognition of employees' exceptional service or significant contributions to the workplace.

Authority

The Financial Administration Act, 1993, clauses 5(a) and 5(d) and subsection 10(2)

Applicability

This policy applies to ministries and Treasury Board Crowns (see [Appendix B Public Agencies](#)). This includes the funds they administer, except for trust and pension funds.

Treasury Board Policy

.01 Ministries/government agencies may recognize employees' exceptional service or significant contributions to the workplace through non-monetary awards not exceeding \$100 per fiscal year per employee. The approval of the permanent head or delegate is required. The permanent head may delegate approval of awards to associate and assistant deputy ministers and executive directors.

Provincial Comptroller Directives

.02 Normal payment procedures are to be followed and proof of the Deputy Minister or delegate's approval is required.

References

[3101 GRF Payment Responsibilities](#)

[Saskatchewan Public Service Commission Human Resource Manual, PS 808-3](#)