

Part:	Financial Management and Administration	Number:	4325
Section:	Treasury Board's General Management Policies	Date:	2017-06-01
Subsection:	Allowances, Benefits and Other Employee-related Expenses	Page:	1 of 1
Policy:	Recognizing Excellence		

Recognizing Excellence

Objective	<i>The objective is to outline the policy for recognition of employees' exceptional service or significant contributions to the workplace.</i>
Authority	<i>The Financial Administration Act, 1993, clauses 5(a) and 5(d) and subsection 10(2)</i>
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