

TORONTO TRANSIT COMMISSION REPORT NO.

MEETING DATE: DECEMBER 16, 2009

SUBJECT: TTC CORPORATE POLICY – RECOGNITION FOR EMPLOYEES

ACTION ITEM:

RECOMMENDATION

It is recommended that the Commission approve the following TTC Corporate Policy, as amended, which is attached hereto as Appendix 'A':

- Policy 11.8.5 Recognition for Employees

BACKGROUND

At its meeting on July 14, 2004, the Commission approved a motion to undertake a review of the TTC's Corporate Policy Manual.

DISCUSSION

The above process was commenced at the Commission meeting of February 9, 2005. The Staff Summary Sheet Policy is submitted for Commission approval with suggested changes (see Appendix 'B').

Changes include:

- housekeeping changes.

November 23, 2009
28-12
Attachments

Toronto Transit Commission

POLICY/INSTRUCTION

SUBJECT	CLASSIFICATION	DATE APPROVED	P/I NUMBER
Recognition for Employees	Special Constable Services	Mar 9/06	11.8.4-5

1.0 RESPONSIBILITY

Chief Special Constable

2.0 PURPOSE

To provide recognition to TTC employees who:

- observe and report problems without becoming physically involved; or
- voluntarily perform outstanding or heroic (life-saving) acts on behalf of the TTC, its customers or emergency response agencies.

Note: The following procedures are not intended to eliminate or substitute for divisional/department/branch recognition, however management shall consult with Special Constable Services prior to initiating employee recognition for the aforementioned actions, to determine if the recognition is appropriate, and in compliance with the Corporate Recognition Program.

3.0 TRANSIT COMMUNITY WATCH (TCW) PROGRAM

3.1 Criteria

Employees who observe and report problems on the transit system, in the community and in the workplace, without becoming physically involved in incidents that threaten the employee's personal safety or security.

Note: Employees becoming involved in situations where bodily fluids are present; or security incidents such as pursuing fleeing suspects, may be jeopardizing their personal safety and therefore are ineligible for the Transit Community Watch Program. Ineligible TCW nominees will be resubmitted for other TTC recognition or external TTC recognition such as: St. John's Ambulance Award, Toronto Police Service, Toronto Fire Services or other recognition.

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3.2 Identifying Candidates

3.2.1 Nominations for TCW may be submitted on the TTC Recognition Nomination Form or by a memo from a department head, supervisor, etc., detailing the employee's name, employee no. and a description of the incident including date, time and location and whether the incident was reported.

3.2.2 Each month the TCW Selection Panel, composed of representatives from Local 113, Local 2 and Lodge 235, The Coupler and Bell Mobility **Canada** (co-sponsors of the TCW Program), select a winner from a list of nominees whose names have been submitted by supervisors, members of the community, Toronto Police Service, etc.

3.2.3 The annual winner is selected from the list of monthly winners by the TCW Selection Panel.

3.3 Presentation of Recognition

3.3.1 All qualifying nominees, as determined by Special Constable Services, receive a congratulatory letter of commendation signed by the Chief Special Constable. Copies shall be forwarded to the employee's supervisor, employee's file, and applicable Union as required, in order to avoid duplication of commendation letters.

3.3.2 Monthly winners receive a congratulatory letter signed by the Chief General Manager and a presentation is held at the winner's work location.

3.3.3 Monthly winners are eligible for a special annual award and presentation.

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4.0 OTHER TTC RECOGNITION

4.1 Criteria

Employees who voluntarily perform outstanding or heroic (life saving) acts, putting themselves at risk to protect a life or property.

4.2 Identifying Candidates

Nominations for an "Award of Merit" may be submitted using the TTC Recognition Nomination Form or by a memo detailing the employee's name, address, telephone no. and a description of the incident including date, time and location.

This information will be forwarded to the ~~Deputy~~ General Manager - ~~Corporate~~ **Operations** who is responsible for the final decision regarding the appropriate form of recognition to be given.

4.3 Presentation of Recognition

4.3.1 Recognition Warranted

The ~~Deputy~~ General Manager – ~~Corporate~~ **Operations**, in liaison with the Chief General Manager/Chair may recommend that a formal presentation take place to present an Award of Merit certificate.

If an Award of Merit is not warranted, but the employee is eligible for recognition, a letter of commendation will be prepared by Special Constable Services for the Chief General Manager's signature.

4.3.2 Recognition Not Warranted

If the ~~Deputy~~ General Manager - ~~Corporate~~ **Operations** determines that

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recognition is not warranted, a response will be prepared by Special Constable Services to the person who nominated the employee, explaining why the employee does not qualify for recognition.

5.0 RECOGNITION VERIFICATION

All recognition must be verified/supported by report(s) documenting the incident.

6.0 REFERENCE SOURCES

- Recognition for Non-employees
- TTC Recognition Nomination Form

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Recognition for Employees	Special Constable Services		11.8.5

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If the General Manager - Operations determines that recognition is not

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