

Terms of Reference

The NPAFC Secretariat Staff Reward Program

Purpose

The North Pacific Anadromous Fish Commission (NPAFC) recognizes the importance of motivating, rewarding and developing the Secretariat staff. This program has been established to recognize individual and team efforts, to encourage employees to be innovative and work to the fullest extent of their capabilities. The Secretariat staff are the NPAFC most valuable asset and play a critical role in contributing to the attainment of the Commission's goals, objectives and mission.

Eligibility

All full-time and part-time employees in the Secretariat excluding the Executive Director, contractors and consultants are eligible for an award under the Program. In accordance with the NPAFC Staff Rule 23, the Executive Director is responsible for ensuring that annual performance appraisals are completed for all staff. Any individual in the Parties or the Secretariat may nominate one or several eligible individual employees or employee team for a reward at any time during the fiscal year, although the reward may not be given every year. The nomination must include a clear supporting rationale.

Funding

The Commission uses available funds within the adopted budget for the corresponding fiscal year. An amount, not to exceed 3% of the Permanent Personnel regular yearly wages, will be reserved in the Personnel Services section of the budget for allocation to an Award Recipient(s).

Program Specifics

The Secretariat Staff Reward Program provides all eligible employees with opportunities for recognition for exceptional achievements such as, superior performance, outstanding contributions, innovations or work improvements that result in tangible or intangible benefits, achievements superior dedication or contributions to activities of other relevant international organizations, which are beneficial to the Commission and are beyond those outlined in the employee(s)'s individual work plan(s).

Nature of the Award

The program provides the Executive Director with the ability to reward eligible employees with a monetary award up to \$5,000, an equivalent amount of time-off with pay, or a combination of monetary award and time-off that does not exceed \$5,000 in value. An award shall not be a substitute for overtime payment or other wages to which employees are entitled.

Procedures

Each nominated employee completes his/her performance assessment (including applicable information listed below) in consultation with their supervisor and sends it to the Executive

Director. The Executive Director serves as a supervisor for the Deputy Director and Administrative Officer.

The Executive Director shall review, assess, and summarize performance assessments with the employee's evaluation and comments. The Executive Director will also review any received Award nominations for the employee and notify nominators of the outcome of the review (i.e., the nomination is supported or not supported and why). The Executive Director shall also provide the F&A Committee and the Commission with a summary of all received nominations and all awards provided to employees including the gross and the net amount of the award. This information will be communicated by e-mail after the fiscal year completion.

An award can be granted to an employee,

- who is asked to fill in for another employee during periods of extended absence, particularly if the employee is expected to fulfill his/her own job duties simultaneously;
- who resulted in significant savings, increased output, or improved quality of service; and
- who has a supervised staff and is successful in motivating employees to give their best efforts, in recognizing and utilizing their special abilities, and in developing their potential to the fullest.

To receive an Award, the employee must demonstrate consistent and extended exceptional service or successful completion of a project in one or more of the categories listed below.

- Exceptional service to the Commission;
- Exceptional conduct and judgment in job performance;
- Efficiency, effectiveness, innovation and productivity in job performance;
- Performance which has involved overcoming unusual difficulties;
- Teamwork and cooperation in working with other staff to attain the goals of the Secretariat activities, as outlined in the Secretariat's Business Plan and/or NPAFC Communication Plan;
- Proactive and positive actions which strengthen and contribute to the effectiveness of the Secretariat's work;
- Superior or outstanding accomplishments in safety practices or issues;
- Effective demonstration and utilization of a special skill (Not included in the employee's job description under necessary incumbent traits) that contributes to the Commission's mission and organizational values;
- An idea or approach that significantly increases the administrative or operational efficiency of the Secretariat's work.

Ineligibility in the Award Program

An employee will not be eligible for an Award if his/her overall performance level and achievements are less than outlined in an individual work plan for the corresponding fiscal year.