

NIPISSING UNIVERSITY

Policy Category:	Human Resources
Policy Number:	3.4.2017.B
Policy Name:	Annual Staff Awards for Exceptional Performance and/or Service
Responsible Department:	Human Resources
Original Approval Date:	February 7, 2008
Approval Authority:	Board of Governors
Last Updated:	May 2017
Review Date:	2020

A. PURPOSE

The purpose of the staff awards for exceptional performance and/or service is to tangibly recognize the importance the University lends to exceptional performance and/or service to the University by a non-faculty employee. It also highlights the key role that employees play in positions at the University as well as serves to encourage employees to provide high quality service consistently. The award will help employees identify with the University's mission and, especially, with the principles of excellence endorsed by the administration.

B. THE AWARDS

1. Two monetary awards in the amount of \$1,500 each (one for support staff and one for administrative staff);
2. A certificate with a Nipissing University frame; and
3. A commemorative plaque displayed in a high-traffic area of the University.

The award will be presented annually to the successful nominees at the annual Service Award ceremony. Two awards per year will be available, but they need not be made each year if, in the opinion of the selection committee and/or the President, there are no suitable candidates.

The successful nominees will receive a personal invitation to the Service Awards where the President will present the award.

C. ELIGIBILITY CRITERIA

All full-time and part-time members of support, contract and administrative staff employed by the University for at least three (3) consecutive years immediately leading up to the nomination deadline.

Seasonal lay offs, pregnancy/parental and education leaves will not be considered an interruption in the three (3) consecutive year requirement. Exceptions for interruptions in the three (3) consecutive year requirement will be considered by the President's Office and the Human Resources Office. Following receipt of the award, the successful nominees will not be eligible for the next five (5) years.

D. SELECTION COMMITTEE

The membership of the selection committee will have a chair and be composed of eight (8) voting members as follows:

1. One (1) member from the Board of Governors appointed by the President;
2. One (1) member from the Human Resources office appointed by the President;
3. Two (2) members from the support staff employee group (OPSEU members), selected by the President from among four candidates submitted by OPSEU;
4. Two (2) members from the administrative group, chosen by the President from among four candidates submitted by the administrative group;
5. One (1) member of the University Management Group, chosen by the President from among two candidates submitted by the University Management Group;
6. One (1) student elected by the Nipissing University Student Union (NUSU).

Total: eight (8) committee members/eight (8) voting members.

E. TERMS OF THE COMMITTEE

As noted above, the committee will consist of eight (8) members. The terms of the committee are as follows:

- All committee members have the right to vote.

- The Chair of the Committee will be the member from the Human Resources Office who is appointed by the President.
- The members are appointed for a three-year term (June 1 to May 31) except for the student representative who may change from year to year depending on the elections/composition of NUSU. [Note: During the first three years of award implementation, the members' appointments will be staggered to ensure the committee will retain experienced members and consistent application of the process and criteria.]
- Quorum for meetings is five (5) voting members.
- Committee members are not eligible for an award and they cannot sign nomination forms.
- Committee members will not disclose the names of the nominees.
- The selection committee for the Awards for Exceptional Performance and/or Service makes their recommendations to the President.
- Bias or Conflict of Interest – If a committee member has been associated with the nominee such that there would be an actual or reasonably perceived obstacle to objectivity in selecting the recipient(s) of the award (e.g. spouse/partner, child, etc.), the member will be disqualified from voting and that members' place on the committee will be taken by an alternate chosen by the President.
- Candidates should ONLY be evaluated on the established criteria.
- The successful nominee(s) must receive the support of the majority of the Committee. Majority is defined as 51%.
- Once the committee has held its meeting and made its decision, all documentation is to be returned to the Chair for storage in the President's Office for five (5) years.

F. SELECTION CRITERIA

The nominees will have demonstrated exceptional performance and/or service to the University community in some way, including two (2) or more of the following seven (7) criteria:

- Demonstrated leadership skill and ability

- Demonstrated a willingness to go above and beyond the job to assist other staff and/or faculty and/or students
- Submitted a proposal which, when implemented, had significant impact on improved efficiency, or cost saving, or improved service within the University
- Enhanced the University's reputation
- A broad impact to the institution by the nominee's service
- Consistently maintains high performance and/or contributions and/or high service standards
- Other positive impact to the University community

G. NOMINATION GUIDELINES

- Any member of the University community, except committee members, may nominate a support or administrative staff member by submitting the name of the nominee. Therefore, nominations may come from any group or individuals such as managers, colleagues, professors, students, students' parents, members of the general public, etc.
- Employees cannot nominate themselves.
- Nominations must be submitted with the employee's consent.
- Call for nominations will be sent by May 1. A reminder will be sent by the end of June.
- Nominations must be submitted by email to the Chair of the Committee or by regular mail no later than August 1 of each year.
- Nominations must be completed using the appropriate form and documenting the exceptional performance and/or service.
- It is strongly recommended that nominations include a letter of support from the immediate supervisor of the nominee as well as other related supporting documentation from staff members, faculty members, students, members of the general public, etc.
- The successful nominees will be chosen by mid-September and will be presented with the award at the annual Service Award ceremony.

- The required nomination form will be available on the Human Resources web site.

H. NOMINATION FORM

As attached.

The policy and procedures for the granting of Annual Staff Awards for Exceptional Performance and/or Service will be reviewed on an on-going basis by the committee or at least every three years.

This policy was accepted by the Board of Governors in 2008.

Approved February 7, 2008
Resolution #2008-02-07

Revised March 23, 2009

Revised (name change only) – February 3, 2010
Resolution #2010-02-02

Revised June 2, 2011
Resolution #2011-06-13

Revised May 4, 2017
Resolution #2017-05---



**Annual Staff Awards for
Exceptional Performance and/or Service
Nomination Form**

NOMINEE INFORMATION:

(Please print clearly)

Last Name: _____ First Name: _____

Position/Department: _____

Employment Date with Nipissing: _____

Employee Group: Support Staff ~ or ~ Administrative Staff

NOMINATOR INFORMATION:

(Please print clearly)

Last Name: _____ First Name: _____

Email: _____

I have known the nominee for the period from _____ to _____

Relationship to nominee (co-worker, supervisor, Board of Governor's member, etc.): _____

NOTE: *Nominees must have three (3) years of consecutive service to be eligible for this award.*

Nominee Signature

Date

Nominator Signature

Date

DESCRIPTION OF NOMINEE:

Please list the performance and/or contributions that you feel the nominee has been exceptional in as per the required selection criteria delineated in the Policy for Exceptional Performance and/or Service. Concrete examples must be provided with regard to the criteria outlined in Section F of the Policy and Procedures.

Additional information and/or letters of support that reflect examples about how the nominee has demonstrated exceptional performance and/or service to the University community in some way, including two (2) or more of the following selection criteria:

- Demonstrated leadership skill and ability
- Demonstrated a willingness to go above and beyond the job to assist other staff and/or faculty and/or students
- Submitted a proposal which, when implemented, had significant impact on improved efficiency, or cost saving, or improved service within the University
- Enhanced the University's reputation
- A broad impact to the institution by the nominee's service
- Consistently maintains high performance and/or contributions and/or high service standards
- Other positive impact to the University community

NOMINATION AND SUPPORTING DOCUMENTATION MUST BE RECEIVED BY THE HUMAN RESOURCES OFFICE BY AUGUST 1ST.