



Official Policy

Division or Sector:	Director General
Responsibility:	Administrative Assistant to the Director General
Policy Number:	7110-7

Title: Employee Recognition Awards

PURPOSE: To recognize employees who have demonstrated outstanding service to the College community and / or who have made significant contributions to the college community beyond what is normally expected.

POLICY AND PROCESS:

1. The Director General, on his or her initiative, establishes one or more awards to recognize exemplary service by employees from across the College employee classifications and categories.
2. These awards are open to all current faculty and staff who have been employed at Vanier College a minimum of two years. An employee may be nominated more than once, but may receive any award only once. (Employees who have received an award as part of a group / team may subsequently receive an award as an individual, and vice-versa.)
3. Awards may not necessarily be offered each year, nor may every award necessarily have annual laureates.
4. The current listing of Director General's Employee Recognition Awards, with their criteria, is appended to this policy.
5. Nominations for these awards are received annually through a process handled by Vanier Communications. Nominations are in writing, not exceeding 500 words. Each nomination must be supported by three nominators including one person who is identified as the lead nominator. Nominators cannot nominate themselves. The nomination must be submitted before the annual nomination deadline of each year.
6. A Selection Committee is formed annually consisting of the Director General as chair with his or her Assistant as the Committee's Executive Secretary, and a minimum of four other members who have expressed interest in serving and are subsequently invited by the Director General to join the Selection Committee. This Selection Committee is responsible for setting their own time line for selection of laureates.

Revised

New

Date Effective: December 2, 2008

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7. The Selection Committee will consider nominees in terms of the criteria established for the individual award and the nomination documentation provided.
8. The Selection Committee recommends to the Director General adjustments to the criteria of awards for subsequent years based on ambiguities encountered or changing situations within the college. In addition, consideration should be given to how well the awards represent the broad range of occupations across the College.
9. The Director General's Employee Recognition Awards will be presented annually at a suitable celebratory event. The Employee Recognition Committee will decide on appropriate recognition mementos.
10. All nominees will receive a recognition of nomination. Nominees who are not selected can be renominated in a subsequent year. Nominators will be informed that their candidate can be renominated in subsequent years.