



University  
of Windsor

**COMMITMENT, DEDICATION**  
**EXCELLENCE, SERVICE, INNOVATION**  
**RECOGNIZE EMPLOYEES**  
**CELEBRATE OUTSTANDING CONTRIBUTIONS**  
**THANK YOU, WELL DONE**

EMPLOYEE RECOGNITION AWARDS GUIDE

Our commitment to recognizing the dedication  
and outstanding contributions of employees

[www.uwindsor.ca/employeerecognition](http://www.uwindsor.ca/employeerecognition)

# The University of Windsor is committed to recognizing the dedication and outstanding contributions of employees

The University of Windsor's mission, "Enabling people to make a better world through education, scholarship, research and engagement" would not be achieved without the dedication and outstanding contributions of faculty and staff.

On behalf of the University of Windsor, the Department of Human Resources recognizes and celebrates the commitment and contributions of employees through the following awards and events:

## **25 Years of Service Award**

Employees celebrating their 25 years of service milestone are honoured annually at a recognition lunch.

## **Years of Service Awards**

The Years of Service Awards recognize and honour University employees celebrating 10, 20, 30 and 40 years of service milestones. Employees celebrating these milestones are invited to a recognition breakfast.

## **Employee Recognition Awards Program**

The Employee Recognition Awards Program has been designed to formally recognize and celebrate the outstanding contributions of employees to the achievement of the mission and vision of the University. The awards program consists of eight (8) awards.

- Service Excellence Award – Individuals
- Service Excellence Award – Team
- Service Excellence Award – The First 5 Years of Employment
- Excellence in Leadership Award
- Impact Award
- "U" Make A Difference Award
- UWindsor Spirit Award
- Excellence in Health & Safety Award

These awards support the University's mission, vision and strategic priorities. They reinforce the importance of service, innovation, teamwork, leadership, safety and community involvement.

This program provides opportunities for all employees to be recognized for their outstanding service to the University. Being recognized and recognizing others builds a supportive and positive workplace and contributes to making the University of Windsor the best place to work and learn.

This document provides an overview of the awards criteria as well as the nomination and selection process. The Employee Recognition Awards Guide and the Nomination Forms can be downloaded from the following website:

[www.uwindsor.ca/employeerecognitionawards](http://www.uwindsor.ca/employeerecognitionawards)

Visit the Employee Recognition website to learn more about the recognition activities sponsored by the Department of Human Resources:

[www.uwindsor.ca/employeerecognition](http://www.uwindsor.ca/employeerecognition)

# Overview of Awards

## SERVICE EXCELLENCE AWARD – INDIVIDUALS

### **Purpose:**

To recognize excellence in service and support to students, faculty, staff and/or other service users. Service excellence is demonstrated by consistently delivering service that exemplifies the UWindsor Service Standards.

A maximum of two awards will be given annually.

All essential criteria must be met in order to be eligible for an award.

### **Essential Criteria:**

- Demonstrate the provision of the highest level of service to students and/or other service users
- Demonstrate high standards of professionalism
- Promote a work and service environment that is respectful, collegial and supportive

### **Other Criteria:**

- Demonstrate creativity and initiative in improving service quality
- Exhibit a desire to improve service by continuously expanding their knowledge and skills
- Serve as a role model in the provision of excellent services

### **Eligibility:**

Full- and part-time permanent employees with a minimum of five years of service.

## SERVICE EXCELLENCE AWARD – TEAM

### **Purpose:**

To recognize excellence in service and support to students, faculty, staff and/or other service users. Service excellence is demonstrated by consistently delivering service that exemplifies the UWindsor Service Standards.

One award will be given annually. All essential criteria must be met in order to be eligible for an award.

### **Essential Criteria:**

- Demonstrate the provision of the highest level of service to students and/or other service users
- Demonstrate high standards of professionalism
- Promote a work and service environment that is respectful, collegial and supportive
- Work collaboratively encouraging participation and openness while sharing ideas, responsibility and skills

### **Other Criteria:**

- Demonstrate creativity and initiative in improving service quality
- Exhibit a desire to improve service by continuously expanding their knowledge and skills
- Serve as role models in the provision of excellent services

### **Eligibility:**

Teams of two or more full- or part-time employees. Team members can be from the same faculty or service area or from different areas that have come together to work on a specific project.

## SERVICE EXCELLENCE AWARD – FIRST 5 YEARS OF SERVICE

### **Purpose:**

To recognize individuals new to the University for excellence in service and support to students, faculty, staff and/or other service users. Service excellence is demonstrated by consistently delivering service that exemplifies the UWindsor Service Standards.

One award will be given annually. All essential criteria must be met in order to be eligible for an award.

### **Essential Criteria:**

- Demonstrate the provision of the highest level of service to students and/or other service users
- Demonstrate high standards of professionalism
- Promote a work and service environment that is respectful, collegial and supportive

### **Other Criteria:**

- Demonstrate creativity and initiative in improving service quality
- Exhibit a desire to improve service by continuously expanding their knowledge and skills
- Serve as a role model in the provision of excellent services

### **Eligibility:**

Full- and part-time permanent employees with less than five years of service

## EXCELLENCE IN LEADERSHIP AWARD

### **Purpose:**

To recognize excellence in leadership involving people, events, programs, projects and/or teams.

One award will be given annually. All essential criteria must be met in order to be eligible for an award.

### **Essential Criteria:**

- Be an excellent role model
- Inspire others to work collaboratively and creatively
- Demonstrate initiative
- Promote a work environment that is respectful, collegial and supportive
- Foster pride in UWindsor

### **Other Criteria:**

- Lead an effective team to achieve results
- Actively involved in mentorship and development of others

### **Eligibility:**

Full- or part-time permanent employees who demonstrate leadership qualities.

## IMPACT AWARD

### **Purpose:**

To recognize individuals or teams who have developed, revised and/or implemented a system, tool, process, initiative and/or program within their departments or across the University that had a positive impact.

One award will be given annually. All essential criteria must be met in order to be eligible for an award.

### **Essential Criteria:**

- Have developed, revised and/or implemented a system, tool, process, initiative and/or program that has (must meet one (1) of the items listed below):
  - enhanced service delivery
  - created efficiencies
  - enhanced productivity
  - supported sustainability efforts
  - enhanced the work environment or the student experience
  - decreased organizational risks
  - supported campus beautification efforts
- The initiative has had a positive impact within their department and or across the University community
- Promote a work and service environment that is respectful, collegial and supportive

### **Eligibility:**

Full- or part-time permanent employees and/or a team of two or more permanent employees

## "U" MAKE A DIFFERENCE AWARD

### **Purpose:**

To recognize employees who have had an impact on others.

One award will be given annually. All essential criteria must be met in order to be eligible for an award.

### **Essential Criteria:**

- Must meet one(1) of the following criteria:
  - has performed a special act of kindness or service that has had a positive impact on others (students, colleagues)
  - has made a positive impact through on campus "call to action" activities designed to address the needs of individuals, families and/or the community
  - has improved the morale of others through their actions
- Demonstrated sincere cooperation, positive attitude and exceptional willingness to assist others
- Their efforts and contributions are above and beyond their regular job duties.
- Promote a work environment that is respectful, collegial and supportive

### **Eligibility:**

Full- or part-time permanent employees

## UWINDSOR SPIRIT AWARD

### **Purpose:**

To recognize individuals who continuously demonstrate UWindsor spirit and/or are excellent ambassadors of the University.

One award will be given annually. All essential criteria must be met in order to be eligible for an award.

### **Essential Criteria:**

- Must meet one(1) of the following criteria:
  - demonstrates UWindsor spirit by actively supporting and promoting the University
  - acts as a role model (inspiring, motivating and communicating)
  - enhances the image of the University through interactions with others
  - volunteers for campus initiatives
  - acts as an ambassador for UWindsor as a great place to work, learn and grow
- Their efforts and contributions are above and beyond their regular job duties.
- Promote a work environment that is respectful, collegial and supportive

### **Eligibility:**

Full- or part-time permanent employees

## EXCELLENCE IN HEALTH & SAFETY AWARD

### **Purpose:**

To recognize the contributions that employees make in fostering a culture of health and safety in the workplace.

One award will be given annually. All essential criteria must be met in order to be eligible for an award.

### **Essential Criteria:**

- Demonstrated commitment to health and safety in the workplace. Commitment goes beyond the requirements of the employee(s) role, it is proactive and preventative.
- Works towards continuous improvement of health and safety in the workplace. For example activities/actions taken to prevent injuries or illnesses, prevention of unsafe conditions or practices.
- Promote a work and service environment that is respectful, collegial and supportive.

### **Eligibility:**

Full- or part-time permanent employees, groups and/or departmental health and safety committees.

# Overview of the Nomination and Selection Process

## NOMINATION PROCESS

- The deadline for nominations is November 18, 2016
- Eligible employees may be nominated by any member of the University community (students, faculty and staff). An individual may be nominated for more than one (1) award
- Nominators may re-submit prior year nominations that were not selected for an award
- It is the responsibility of the nominator to:
  - complete the appropriate online nomination form which can be accessed through the Employee Recognition Awards web-page at [www.uwindsor.ca/employeerecognitionawards](http://www.uwindsor.ca/employeerecognitionawards)
  - obtain two (2) letters of support which can be uploaded to the online nomination form or can be submitted electronically to [employeeengagement@uwindsor.ca](mailto:employeeengagement@uwindsor.ca)
- Should you have any questions please contact:  
**Marcela Ciampa**  
**Chair, Employee Recognition Committee**  
**519-253-3000 ext 2060**  
[mciampa@uwindsor.ca](mailto:mciampa@uwindsor.ca)

## SELECTION PROCESS

- All nominees will receive notification of their nomination
- All nominations will be reviewed by the Employee Recognition Committee
- Only completed nominations will be forwarded to the committee for review
- Should a member of the committee be nominated for an award, that individual will step down from the review process to avoid conflict of interest
- Should a member of the committee nominate an individual/team for an award, that individual will step down from the review process to avoid conflict of interest
- The committee may contact the nominator for clarification and/or additional information as required
- The committee reserves the right to determine the eligibility of all nominations
- The committee will make recommendations to the Vice-President Human Resources based on the criteria established



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**For additional information please contact:**

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