

Terms of Reference and Procedures for the Employee Recognition Awards Program

Purpose

The purpose of the Employee Recognition Committee is to contribute to the development, implementation and evaluation of a comprehensive Employee Recognition Program.

Authority

The role of the committee is to provide input and guidance and to make recommendation to the Vice-President, Human Resources.

Mandate

Specifically, the committee will:

- provide input into the development and implementation of formal and informal employee recognition activities.
- regularly evaluate the Employee Recognition activities such as the Years of Service Breakfast, Employee Recognition Awards Program and the Make a Difference Campaign, and make recommendations for changes.
- review the nominations received for the Employee Recognition Awards Program and make recommendations to the Vice-President, Human Resources.
- participate in the Years of Service Breakfast, Employee Recognition Awards Reception and other recognition activities.

Composition

- Four (4) staff representatives from various employee groups and departments
- One (1) manager
- One (1) member appointed by the President's Executive Leadership Group

The Director, Organizational Development and Training will be a non-voting member of the committee. The Director, Organizational Development and Training will facilitate the meetings and provide support as required.

Individuals will be appointed to the committee as follows:

- Four (4) staff representatives: Vacancies will be communicated to staff. Should the number of individuals who express interest exceed the number of vacancies, a draw will take place to select the staff member(s) to fill the vacancies. The draw process will be conducted in such a manner to ensure a diverse representation of employee groups and departments.
- One (1) manager: The vacancy will be announced to managers who belong to the Managerial & Professional Group. Should multiple individuals express interest, a draw will take place to identify the individual to fill the vacancy. The individual selected should not have a supervisory relationship with any of the four (4) staff representatives.

- One (1) representative from the President’s Office will be appointed by the President.

Terms of Office

Committee members will serve for three (3) years renewable up to 2 terms. At the end of the second term, a member may be re-appointed.

Meeting frequency

The committee will meet a minimum of (3) three times per year. One of the meetings will be designated for the Employee Recognition Awards nomination review and selection process.

Conflict of Interest

Conflict of Interest can be defined as any situation in which a member of the committee has a private or personal interest that may compromise or appear to compromise the judgement/objectivity of the member when exercising his/her responsibilities. It can include situations in which the committee member:

- nominates an individual for an award
- is nominated for an award
- supervises and/or works in the same department as a nominee
- has knowledge about a nominee that may influence the objective participation in the selection process

In the event of a conflict of interest, the committee member will:

- disclose the general nature of the conflict prior to the consideration of the matter at the meeting
- not take part in the discussion nor the voting on the matter involving the conflict
- leave the meeting for the portion of the meeting where the item is discussed and voted on.

Decision Making Process

Discussions and decision making will be conducted in an informal atmosphere. The Employee Recognition Committee will strive to operate by unanimous consent or by majority. Majority is defined as 50 % plus 1 of the members present at the meeting.

Decisions/recommendations can only be made when 50% plus 1 of the members are present.

A formal voting process will only be required when determining recipients of the Employee Recognition Awards Program. In this case voting will be in the form of a “show of hands”. Should the first round of vote result in a tie, the committee will discuss the short-listed nominations a second time followed by a second round of voting. If a tie cannot be broken, the committee will defer the selection to the Vice-President, Human Resources.

Record of Meetings:

Meeting notes will be circulated to the committee but will not require committee approval. The meeting notes will include a record of attendance and regrets, decisions made and action steps.

The Committee will be required to submit a report to the Vice-President, Human Resources annually, outlining the outcome of the Employee Recognition Awards nomination review and selection process.

Procedures - Employee Recognition Awards Program

Nomination Process

- The call for nominations and deadline for nominations will be communicated annually.
- 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 resubmit prior year nominations that were not selected for an award
- It is the responsibility of the nominator to:
 - Complete the appropriate online nomination form
 - Obtain two (2) letters of support. The nominator cannot write a letter of support.
- Only nominations that are completed using the online method and have been received by the due date will be accepted and forwarded to the Committee for review.

Review and Selection Process

- All nominees will receive notification of their nomination.
- The committee reserves the right to determine the eligibility of all nominations.
- The committee may contact the nominator for clarification and/or additional information as required.
- The Committee will base the decisions on the merits of the nomination only. The Committee will use a Nomination Review Form to score and short-list nominations received under each award category. Short-listed nominations will be discussed and voted on using the process outlined under the “Decision Making Process”.
- The committee has the right to withhold selecting an award recipient should the nominations received not meet the award criteria.
- In instances where no nominations are received under an award category, the committee may consider nominations submitted under a different category as long as the original submission includes the information necessary to assess the merits of the nomination under the “other” category.
- The committee will submit a report to the Vice-President, Human Resources outlining the outcome of the nomination review and selection process.
- The Director, Organizational Development and Training will inform award recipients and confirm acceptance. All nominees and nominators will also be informed of the outcome of the nomination review and selection process.
- Awards will be presented annually at the Employee Recognition Awards Reception.

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