

TYPE:	Administrative
TITLE:	Employee Awards of Excellence
NO.:	ADMIN-237
RESPONSIBILITY:	Chief Administrative Officer
APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	February 2021
REVISED DATE(S):	
REVIEW DATE:	February 2024

1. Introduction

Durham College places great emphasis on recognizing and celebrating the skills, expertise and experience of its employees. As part of that commitment, Employee Awards of Excellence are presented annually to one permanent full-time or part-time employee in each of the administrative, faculty, and support staff groups, as well as to one team in recognition of outstanding contributions to Durham College. The recipients demonstrate excellence in different ways – depending on the nomination category, while adhering to the college’s mission, vision, and values.

2. Purpose

These awards provide colleagues across the four award categories with high-profile recognition to the entire college community.

3. Definitions

Refer to [Durham College’s Standard Definitions](#).

4. Policy statements

- 4.1. All permanent full and part-time support staff, administrative and faculty employees are eligible for nomination for an Employee Award of Excellence.
- 4.2. The team award recognizes the collective efforts of an outstanding group of individuals who worked to complete a project that was important to the College’s mission, goals, and/or directives. Examples of eligible teams include committees, working groups, task forces, or departments.
- 4.3. An employee or team can decline a nomination.
- 4.4. Self-nominations will not be accepted for teams or individuals.
- 4.5. Past Employee Award of Excellence winners are not eligible to be nominated for two years after receiving an award in the support staff, administrative staff, faculty, or team category.

- 4.6. All nominees will be announced and recognized on the college intranet (ICE), at the annual Vice-President, Academic's Kick-off event in August and during the annual Employee Appreciation. In addition, photos of award recipients will be included on walls of excellence at the Oshawa and Whitby campuses.
- 4.7. A minimum of two nominations must be submitted for each category, if two nominations are not received, the category will be not be awarded for that year. Winners will not be acclaimed if only one nomination is received.
- 4.8. The selection of recipients will be done in a fair and objective manner by following the award criteria.
- 4.9. The nomination packages for the winners in the following categories – Administration, Faculty, and Support Staff – may be put forward for the CiCan Awards of Excellence contest.

5. Procedure

- 5.1. Nomination guidelines and process
 - 5.1.1. Online nomination forms are available on ICE through the Human Resources department page in the Rewards and Recognition section under Organizational Development.
 - 5.1.2. Students, faculty, support staff, administrators, retirees and/or alumni can nominate candidates for these awards. All nominees must agree to have their names put forward by signing a consent form.
 - 5.1.3. Self-nominations will not be accepted.
 - 5.1.4. Past Employee Award of Excellence winners are not eligible to be nominated for two years after receiving an award in the support staff, administrative staff, faculty or team category.
 - 5.1.5. One nominator and three supporting nominators are required for a nomination, with no more than four nominators required or accepted. At least one nominator must be from the same department or team as the nominee.
 - 5.1.6. All nomination packages must be reviewed for accuracy and signed off by the nominee and the nominees direct supervisor in the support staff, administrative staff, and faculty categories. For the team category, the responsible Vice-President will sign.
- 5.2. The nominators must submit the online nomination form by 4:30 p.m. on the deadline date, describing how the candidate(s) meets the nomination criteria. In no circumstances will a late submission be considered.

5.3. Selection procedure

- 5.3.1. The selection committee will include at least two representatives from the academic, support, and administrative groups, with a representative from Human Resources serving as the committee chair.
- 5.3.2. Each member will sit on the selection committee for a maximum of 2 years, with staggered membership (excluding the chair). Each year, the previous winners in the administrative, support, and faculty categories will be offered a seat on the committee; however, if they are unable to serve on the selection committee, the Durham College Leadership Team will appoint a replacement. The winning team will have the option to nominate one or two members to participate on the following year's selection committee.
- 5.3.3. Each year, the selection committee will post a communication on ICE as a reminder to employees that the nomination process is beginning.
- 5.3.4. A minimum of two nominations must be submitted for each category, if two nominations are not received the category will be not be awarded for that year. Winners will not be acclaimed if only one nomination is received.
- 5.3.5. The selection committee will meet each year to review the nominations and select the recipients. The selection committees will use the criteria outlined on the nomination form to determine the award recipients. At the discretion of the selection committee, further information may be requested from the nominators regarding a specific nomination. If a member of the selection committee is nominated for an Award of Excellence, another representative from the same staffing category (and without a direct reporting relationship to the nominee) will be appointed to take the committee member's place for that year.
- 5.3.6. Committee decisions on winners will be kept strictly confidential amongst only the committee members until the Employee Appreciation event.
- 5.3.7. The selection committee will contact the Durham College Leadership Team to share the names of all nominees prior to the annual Vice-President, Academic's Kick-off event.
- 5.3.8. The nominees for all four awards will be announced at the annual Vice-President, Academic's Kick-off event and the same day on the employee intranet, ICE.
- 5.3.9. The selection committee will invite all nominees for Awards of Excellence and a guest to attend the Durham College Employee Appreciation event.
- 5.3.10. The award recipients will be announced and presented by the College President at the Employee Appreciation event.

5.4. The award

- 5.4.1. Awards of Excellence recipients may each receive a certificate worth up to \$1,500 to be applied toward professional development. Recipients have one calendar year from the Employee Appreciation event to redeem the full value of the certificate and do not receive a cash payout for unused allowances.

6. Roles and responsibilities

- 6.1. The Chief Administrative Officer is responsible for ensuring a fair, objective call for nominations and a timely selection process takes place each year.
- 6.2. The Awards of Excellence Committee is responsible for preparing all documentation and resources required each year to call for nominees and allowing for nominations of eligible employees. Committee members will objectively review all nominations within the strict guidelines of the established criteria in selecting recipients. Members are responsible for all publicity and planning required leading up to and including recognition at the Employee Appreciation event.

7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

8. Non-compliance implications

By failing to follow the statements and expectations in this policy related procedure, damage to an individual's or the College's reputation may occur.

9. Communications plan

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.
- A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

10. Related forms, legislation or external resources

- None.