

| | |
|--|---|
| Complete Policy Title: President's Awards for Outstanding Service Policy | Policy Number: N/A |
| Approved by: President & Vice-Chancellor | Date of Most Recent Approval: September 23, 2014 |
| Date of Original Approval: May 19, 2006 | Supersedes/Amends Policy dated: November 27, 2011; May 19, 2006 |
| Responsible Executive: Chief Human Resources Officer | Enquiries: Human Resources Services |
| DISCLAIMER: <i>If there is a discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.</i> | |

Purpose

The purpose of these awards is to provide an annual recognition for employees or groups of employees who have made an outstanding contribution beyond that normally expected for their positions to the mission of the University through:

- the provision of exceptional service to staff, faculty, students, alumni, donors or visitors;
- the identification of measures which contribute to the efficiency and effectiveness of University operations;
- a direct or indirect contribution to the community or the University which impacts the reputation of McMaster.

Scope

Nominators of the awards must be a third party - i.e. there are no self-nominations allowed, in any of the award categories.

Definitions

Lifetime Achievement Awards

The Lifetime Achievement Award recognizes individuals who have demonstrated an extraordinary commitment to McMaster that is above and beyond what is expected of their role. Recipients of this award have made a positive impact on the broader community and furthered McMaster's mission with a significant and sustained contribution of their work.

The awards are open to all full-time or part-time staff from operations, research and ancillary departments or units of McMaster University who have demonstrated a minimum commitment of 15 years of service to the University. The University President and Vice-Presidents are not eligible for consideration.

Individual Awards

The awards are open to all full-time or part-time staff from operations, research and ancillary departments or units of McMaster University who are employed on a continuing basis or for a term or contract of one or more year's duration. Employees at TMG Band O or higher are not eligible for the awards.

Team Awards

All members of nominated teams will be celebrated as a group for their contribution to a project on behalf of McMaster University. It is anticipated that at least seventy-five percent of team members will meet the Individual Awards criteria. Confirmation of team members is the responsibility of the nominator and must be completed at the time of the nomination submission.

Policy

The Awards

A maximum of one (1) lifetime achievement award in the amount of \$2,500, and a trophy naming the recipient and the contribution for which they are receiving the award. In addition, the recipients will have their names added to a permanent Roll of Honour maintained by the University. The award may or may not be awarded in any given year.

A maximum of eight (8) individual awards in the amount of \$1,500, and a trophy naming the recipient and the contribution for which they are receiving the award. In addition, each year, the recipients will have their names added to a permanent Roll of Honour maintained by the University.

A maximum of two (2) team awards will be made to a group of employees, and for such group awards, the size of the award will be determined as part of the review procedure but in any case will not total less than \$2,500, to be shared equally amongst the group. In addition each group member will receive a trophy, naming their group, and their group name will be added to the permanent Roll of Honour maintained by the University.

Special Achievement Award - In addition to award winners, a provision has been made for a "Special Achievement Award" to recognize an individual or team who was not selected as an Award recipient, but whose exemplary contribution to McMaster deserves to be recognized. There is no cash value attached to this award however a trophy naming the recipient and the contributions for which they are receiving the award will be given. Recommendations for this special recognition are provided by the Advisory Committee and are awarded at the sole discretion of the President.

Awards and Ceremony

All eligible nominees will be invited to a private celebration with the President prior to the public awards ceremony.

The employees and teams selected to receive awards will be invited to attend a public reception and will be presented with their awards at that time. Photographs of the recipients and a brief summary of the rationale for their awards will be published.

Each eligible employee who was nominated for an award will be invited to attend the awards ceremony and will also receive a letter of commendation from the President. The awards ceremony will also be open to the McMaster community to celebrate the achievements of all nominees and recipients.

Related Links

- [Procedures for President's Awards for Outstanding Service](#)
- [McMaster Human Resources web link](#)