

ADMINISTRATIVE PROCEDURE 401 SECTION: PERSONNEL & EMPLOYEE RELATIONS	
Adopted/Original Date of Issue	March 10, 2023
<input type="checkbox"/> Last Reviewed <input type="checkbox"/> Revised	
Next Review Date	2028
Contact	Director's Office

Employee Recognition Award

BACKGROUND

The District acknowledges the valuable contribution that its employees make to the effective and efficient operation of the organization.

Through the award, the District seeks to recognize employees who contribute to a positive, productive workplace in schools and central departments. In all that they say and do, these employees demonstrate the spirit of the RCDSB's Vision, Mission and Values in support of the achievement, equity and well-being of our students, staff and school communities.

This administrative procedure sets out the criteria for the annual recognition of its employees, based upon the services rendered, including all associated forms and timelines.

Note: For the purposes of this administrative procedure, "service" refers to an employee's period of continuous employment with the District from the effective date of hire into a permanent position, including full-time and/or part-time employees. Both nominators and nominees alike must be permanent employees. (Employees on approved leaves of absence shall be included for the purposes of this administrative procedure.)

PROCEDURE

1. Criteria for Employee Recognition

The District shall recognize up to ten individuals and/or groups, annually, for their outstanding contributions to the effective and efficient operation of the organization.

Criteria for employee recognition may include one or more of the following elements:

- inspiration of community engagement and partnerships;
- empowerment of equity and well-being;
- achievement of excellence in teaching and learning;
- demonstration of exceptional creativity, imagination, curiosity and/or innovation;
- provision of remarkable coaching, leadership and/or mentorship of others; and/or,
- establishment of a positive, productive workplace.

Note: Employees may be recognized as individuals and/or as a group (e.g., department).

2. Process for Employee Recognition

The Director, or designate, will initiate the nomination period in early March of each school year. The Director, or designate, will close the nomination period for the award by mid-May of each school year. (The start/end dates for submission of nominations will be specified and communicated to the system, annually, and noted directly on the form itself.)

Nominations are welcome from any employee(s) in the “service” of the District.

Each nomination form must be signed by a nominator and three additional supporters of the nomination (see template in Appendix A).

The Director, or designate, will receive all nominations by the date established for each school year, and prepare the list of nominees for the selection process. A rubric will be created, based on criteria for employee recognition, to facilitate the selection process.

The Director, or designate, will form a selection committee to review the list of nominees based upon the criteria noted above. The selection committee will include representation from the Board of Trustees, Senior Administration (including Senior Staff, Principals and Vice-Principals, as well as Senior Managers), as well as federation/union partners, if/as appropriate.

Note: Members of the selection committee will be expected to follow RCDSB Administrative Procedure 454 – Conflict of Interest – in performing their duties as members of the selection committee.

The Director, or designate, will confirm the list of award recipients upon completion of the selection process. The award recipients will be notified by the Director, or designate, and will be publicly acknowledged at the Board Meeting in June of each school year. An invitation will be extended to all award recipients to attend the Board Meeting in June of each school year in order to receive their award (presentation of a certificate).

Legal References

RCDSB References: Administrative Procedure 454 – Conflict of Interest

Procedure History

Approved:	March 10, 2023
Reviewed:	
Revised:	

Nomination Form for Employee Recognition Award (Generic Template)

Nominee: _____

Position: _____

School/Central Department: _____

Name of Nominator: _____

Contact (email/cell): _____

Date: _____

Signature: _____

Criteria: Select one or more of the following elements that may apply to the nominee:

- inspiration of community engagement and partnerships;
- empowerment of equity and well-being;
- achievement of excellence in teaching and learning;
- demonstration of exceptional creativity, imagination, curiosity and/or innovation;
- provision of remarkable coaching, leadership and/or mentorship of others; and/or,
- establishment of a positive, productive workplace.

Prompt: Why does the nominee deserve the award? How has the nominee demonstrated the criteria outlined for employee recognition within the organization? (500 words maximum)

Additional Supporter (1): (Print) _____ / (Signature) _____

Additional Supporter (2): (Print) _____ / (Signature) _____

Additional Supporter (3): (Print) _____ / (Signature) _____

Nomination forms are to be submitted by email to era@rcdsb.on.ca.