RCDSB
Renfrew County District School Board
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ADMINISTRATIVE PROCEDURE 401 SECTION: PERSONNEL & EMPLOYEE RELATIONS	
Adopted/Original Date of Issue	March 10, 2023
☐ **Last Reviewed** ☑ **Revised**	March 5, 2024
Next Review Date	2028
Contact	Director's Office

Employee Recognition Award Nomination Form

Nominee: _____

Position: _____

School/Central Department: _____

Name of Nominator: _____

Contact (email/cell): _____

Date: _____

Signature: _____

Note: Nominators are to select from the criteria provided for employee recognition, and, complete the prompt outlined (see over).

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

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

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

The following criteria will be used in the evaluation process to determine the recipients of the Employee Recognition Awards, together with factors that include recognizing employees from diverse: employee groups (including facilities, central staff, all school staff, board staff, etc.), regions or families of schools, secondary & elementary levels, and with an equity lens.

Nominators, please write a paragraph for at **least four** of the following criteria in the boxes below. Please include an example of how the nominee exemplifies this quality in your paragraph. You may use the "other" column to recognize an idea not listed below, or to share an additional story or example:

- inspiring community engagement and partnerships;
- empowering equity and well-being;
- achievement of excellence in teaching and learning;
- demonstrating exceptional creativity, imagination, curiosity and or innovation;
- remarkable coaching, leadership, mentorship, or initiative
- contributing to a positive and productive workplace
- Other

1. inspiring community engagement and partnerships;

2. empowering equity and well-being;

3. achievement of excellence in teaching and learning;

4. demonstration of exceptional creativity, imagination, curiosity and/or innovation;

5. provision of remarkable coaching, leadership and/or mentorship of others; and/or,

6. establishment of a positive, productive workplace.

7. other rationale why the nominee deserves the award or an additional example:

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