



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 Nomination Form

– Spring 2023 –

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) _____

Criteria: Select one or more of the following elements that 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.

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

Nomination forms are to be submitted by email to era@rcdsb.on.ca by NOON on Friday 19 May 2023.