



## **Staff Awards and Recognition Directive**

### **Rationale**

SAMU is an innovative and sustainable organization with an engaging work environment. Employee awards are given to help sustain a vibrant organizational culture.

### **Definitions**

### **Regulations**

- 1 Awards adhere to the following guiding principles:
  - 1.1 awards must have an emphasis on quality, innovation, and character;
  - 1.2 recipients of awards must have made some contribution to SAMU's mission and vision;
  - 1.3 Full-time staff awards will be based on achievements within the current calendar year; and
  - 1.4 Part-time staff awards will be based on achievements within the current academic year.
- 2 Awards recognize a positive contribution to the SAMU workplace.
- 3 To determine the recipients of awards, both subjective and objective input on the nominees may be considered.
- 4 Nomination material and information used to select the award recipients is confidential.
- 5 Full-time staff awards are presented at the annual SAMU Staff Holiday Party.
- 6 Part-time staff awards are presented at the annual End of Year Part-time Appreciation Luncheon.
- 7 SAMU will promote awards nominations at least one-month prior to the presentation date.
  - 7.1 Nominations must be open for at least three weeks.
- 8 Nominations should be specific, outlining examples and details of what the candidate has done that meets the award criteria.
- 9 The Senior Leadership Team (SLT) is responsible for selecting recipients of awards.
- 10 SLT can choose to reassign a nomination to a different award category, based on best fit within the criteria.



11 Nominations are only valid for the year in which they are submitted.

12 An award will not be given if SLT determines there is no suitable candidate.



## **Appendix A: Structure for Award Terms of Reference**

### **Name of Award Terms of Reference**

#### **Award Description**

This section describes the name and purpose of the award, how many recipients receive the award, when they receive it, and the prize associated with receipt of the award.

#### **Eligibility**

This section describes the requirements for a nominee to be considered for the award. Failure to meet any of the eligibility requirements disqualifies the nominee.

#### **Criteria**

This section describes additional requirements that inform the selection process. The ideal recipient exhibits all these criteria. Lack of, or weak demonstration of some criteria does not necessarily result in disqualification. These criteria are assessed comparatively and competitively during the selection process.

#### **Nomination and Selection**

This section describes who may make the nomination; where nominations are to be directed; the process for verification of information, if required; additional information which may be considered during the selection process and how it is obtained; and who makes the final decision on who receives the award.



## **Appendix B: Current Awards**

### **SAMU Full-time Employee of the Year Terms of Reference**

#### **Award Description**

This award is presented to a SAMU employee who has shown an outstanding contribution to SAMU through their vision, dedication to students and/or staff, and commitment to the organization's long-term success.

One award is available each year.

The award winner receives \$500 (after taxes) and an award of achievement.

#### **Eligibility**

Nominees must be current full-time permanent SAMU employees.

The General Manager, Members of SLT, and Executives are not eligible.

#### **Criteria**

Nominees represent SAMU favorably and exhibit pride in their roles and SAMU.

Nominees support students and fellow employees contributing to a collaborative, safe team and environment.

Nominees focus on fulfilling the SAMU guiding principles, mission, vision, and strategic plan.

#### **Nomination and Selection**

Eligible employees may be nominated by other SAMU employees knowledgeable on the employees' contributions and commitment to SAMU.

Only written nominations in the approved form are considered. Input may also be solicited from the employee's direct supervisor.



## **SAMU Part-time Employee of the Year Terms of Reference**

### **Award Description**

This award is presented to a SAMU employee who has shown an outstanding contribution to SAMU through their vision, dedication to students and/or staff, and commitment to the organization's long-term success.

One award is available each year.

The award winner receives \$500 (after taxes) and an award of achievement.

### **Eligibility**

Nominees must be current part-time SAMU employees.

The General Manager, Members of SLT, and Executives are not eligible.

### **Criteria**

Nominees represent SAMU favorably and exhibit pride in their roles and SAMU.

Nominees support students and fellow employees contributing to a collaborative, safe team and environment.

Nominees focus on fulfilling the SAMU guiding principles, mission, vision, and strategic plan.

### **Nomination and Selection**

Eligible employees may be nominated by other SAMU employees knowledgeable on the employees' contributions and commitment to SAMU.

Only written nominations in the approved form are considered. Input may also be solicited from the employee's direct supervisor.



## **SAMU Values Award Terms of Reference**

### **Award Description**

This award is presented to a SAMU employee that fully embodies and promotes SAMU Values: Students First, Accountability, Inclusiveness, Adaptability, Relevance.

Two awards are available each year: one full-time and one part-time.

The award winner(s) receive \$250 (after taxes) and an award of achievement.

### **Eligibility**

Nominees must be current part-time or current full-time permanent SAMU employees (one each).

The General Manager, Members of SLT, and Executives are not eligible.

### **Criteria**

Nominees actively demonstrate a commitment to work and decision making with SAMU's Values as a lens:

- Students First
- Accountability
- Relevance
- Inclusiveness
- Adaptability

### **Nomination and Selection**

Eligible employees may be nominated by other SAMU employees knowledgeable on the employees' contributions and commitment to SAMU.

Only written nominations in the approved form are considered. Input may also be solicited from the employee's direct supervisor.



## **SAMU Synergy Award Terms of Reference**

### **Award Description**

This award is presented to a SAMU employee who has shown all around team player mentality, finds ways to partner with other areas, and works well across divisions furthering SAMU's mission, vision and values.

Two awards are available each year: one full-time and one part-time.

The award winner(s) receives a \$250 (after taxes) one-time monetary award.

### **Eligibility**

Nominees must be current part-time or current permanent full-time SAMU employees (one each).

The General Manager, Members of SLT and Executives are not eligible.

### **Criteria**

Nominees consider SAMU organization a whole team.

Nominees seek out opportunities and set an example of how to collaborate with and support others.

Nominees are collegial, approachable and work well with others.

### **Nomination and Selection**

Eligible employees may be nominated by other SAMU employees knowledgeable on the employees' contributions and commitment to SAMU.

Only written nominations in the approved form are considered. Input may also be solicited from the employee's direct supervisor.



## **SAMU Rockstar Rookie of the Year Award Terms of Reference**

### **Award Description**

This award is presented to a part-time SAMU employee who has shown tremendous competency and initiative in their work supporting their department's goals, the team and SAMU.

One award is available each year.

The award winner receives a \$250 (after taxes) one-time monetary award.

### **Eligibility**

Nominees must be current part-time SAMU employees.

### **Criteria**

Nominees have outstanding attendance and are reliable.

Nominees take initiative and are active members on their team.

Nominees understand and advance their department's goals.

### **Nomination and Selection**

Eligible employees may be nominated by other SAMU employees knowledgeable on the employees' contributions and commitment to SAMU.

Only written nominations in the approved form are considered. Input may also be solicited from the employee's direct supervisor.





## **SAMU Culture Champion Award Terms of Reference**

### **Award Description**

This award is presented to a SAMU employee who has made outstanding contributions to the culture of SAMU by attending SAMU activities, engaging and collaborating with colleagues, involvement in Social Wellness activities, and/or enriching the workplace.

One award is available each year.

The successful nominee receives a \$250 (after taxes) one-time monetary award and an award of achievement.

### **Eligibility**

Nominees must be current full-time permanent SAMU employees.

The General Manager, Members of SLT and Executives are not eligible.

### **Criteria**

Nominees play a pivotal role in cultivating the culture of the SAMU workplace.

Nominees prioritize, attend and actively participate in workplace activities.

Nominees are collegial and value building relationships with colleagues.

### **Nomination and Selection**

Eligible employees may be nominated by other SAMU employees knowledgeable on the employees' contributions and commitment to SAMU.

Only written nominations in the approved form are considered. Input may also be solicited from the employee's direct supervisor.



**Fact Sheet**

**Approvals:**

First Approval – October 2, 2024

Last Approval –

**Date of Last Review:** October 2, 2024

**Source and Updates:**

October 2, 2024: Staff Awards and Recognition Directive approved by Directives Group motion 2024-10-02-1. Full-time and part-time awards drawn from the Awards Procedure, while the rest of the awards are newly created.

**Related Documents:**