

POLICY

The Yukon College Employee Recognition Program identifies and acknowledges the performance and contributions its employees make to the College. It is through the continued hard work and dedication of Yukon college employees that the profile and reputation of the College are built. The employee recognition program will publicly recognize and encourage excellence in service and instruction.

Awards may be presented for, but not limited to:

- Quality Instructional Services and/or Curriculum Development
- Quality Service (exceptional ongoing service or an exceptional single endeavour)
- Quality Group Service (exceptional service to the college by a group or team of employees)
- President's Award for Quality (special and/or unique contributions of singular quality to the College as a whole)
- President's Award for Partnership in Education (special unique contributions to the College by an external agency, institution or individual)
- President's Award for Improvement and Innovation (for suggestions or changes that resulted in substantial and significant improvements to College programs or services)

In addition to the annual presentation of outstanding achievement awards, employee service to the College will be publicly acknowledged for the achievement of 5, 10, 15, 20, 25 and 30 years of continuous employment.

BOARD GOVERNING POLICIES

This policy recognizes the Yukon College Board of Governors Policy on Executive Limitations, including:

The President may not: “...*Fail to foster professional excellence among staff.*”

GOVERNING LEGISLATION AND RELEVANT DOCUMENTS

None

PROCEDURES

1. The President will establish an Employee Recognition Program Committee consisting of at least two management and two bargaining unit representatives.
2. The Committee will make a call for nominations in February of each year.
3. Any interested party, in writing, using the *Employee Recognition Program Award Nomination* Form, may submit award nominations to the Committee. There is no restriction on the number of times an individual may be nominated for recognition.
4. All nominations require a Nominator and two Supporters as identified on the *Award Nomination* Form for the particular award.
5. All nominations must be submitted to a member of the Employee Recognition Program Committee not later than May 15th of each year.
6. The Employee Recognition Program Committee will identify the recipient of each Quality award based on the supporting comments made on the Nomination Forms. Where a tie situation occurs, the Committee will make a decision based on years of service with the College and whether this would be the first recognition award received.
7. The Employee Recognition Program Committee will recommend a recipient to the President for the President's Awards.
8. The successful recipients will be advised of their nomination for the award and encouraged to attend the President's Breakfast for the awards ceremony.
9. Public identification of the recipients of the awards will be kept confidential until presented at the President's Breakfast each year.



**HR-10 EMPLOYEE RECOGNITION
HUMAN RESOURCE SERVICES**

10. Public acknowledgement of long-service employees and award recipients will be shared with the Yukon Territory community through the media following the awards presentations.

AUTHORIZATION

Approved by the President _____ (signature)

On _____ (date)

B. FORMS (available under College Policies (HR-10) on the Intranet)

Employee Recognition Program Award Nomination Form