FROM: Wanda Fast, Associate Director, Total Rewards  
Chair, President’s Distinguished Staff Service Awards Selection Committee

TO: All Faculty and Staff

RE: CALL FOR NOMINATIONS – PRESIDENT’S DISTINGUISHED STAFF SERVICE AWARDS FOR OUTSTANDING CONTRIBUTIONS

The purpose of these awards is to recognize individual permanent staff members who have consistently provided outstanding contributions to the working environment at Brock University at a level significantly beyond normal expectations.

The President’s Distinguished Staff Service Award will be awarded up to two in each of the following categories:

• Support/Technical/Maintenance Employees
• Administrative/Professional Employees

The recipients of these awards will receive a Certificate of Recognition and a cash award of five hundred dollars ($500). These awards are announced and presented at the President’s Annual Holiday Celebration in December.

Eligibility:

• Staff members should be active on-going employees with at least 10 years of service at the University.
• All permanent employees with benefits entitlement are eligible, excluding staff reporting directly to the President or a Vice-President.

Criteria Guidelines:
Employee should have excelled in one or more of the following:

• Demonstrated exemplary service and/or have made a significant contribution in his/her unit
• Did something exceptional to advance Brock’s reputation
• Made a significant contribution to the University and/or community
• Provided a valuable service to the broader community at Brock University outside his/her own unit

Administration of the Award:

• Application Forms and Endorsement Forms are available from the Office of Human Resources or at http://brocku.ca/hr-ehs/compensation
• Nominations must include a completed application form from the nominating person along with three additional endorsement forms of support.
• Any member of the Brock Community may submit or support a nomination. (Nominators/Referees should nominate or support only one person in a year).

Selection Committee:

• The committee is comprised of six (6) members and is made up of at least: one (1) OSSTF member, one (1) CUPE 1295 member, one (1) BUFA member, one (1) Senior Advisory Committee (SAC) member and one (1) member of the Administrative/Professional staff group. The Associate Vice-President, Human Resources or his/her designate shall Chair the committee and act as Secretary. These members also act as the Human Resources Distinguished Staff Service Award Selection Committee.
• After the nomination deadline in November, the committee will meet to review applications for the awards and make recommendations to the President based on the criteria established and referred to
in the nomination form. The Chair of the committee will also solicit feedback on behalf of the committee from the staff member’s immediate supervisor and division head.

Please forward Nomination and Endorsement Forms to Human Resources by 4:30 p.m. on Friday November 7, 2014 in a sealed envelope marked “CONFIDENTIAL - PRESIDENT’S DISTINGUISHED STAFF SERVICE AWARD NOMINATIONS”. If you have any questions please contact me at Ext. 4898 or wfast@brocku.ca