

TYPE: Administrative
TITLE: Employee Awards of Excellence
NO.: ADMIN-237
RESPONSIBILITY: Vice President, People, Equity and External Relations
APPROVED BY: Durham College Leadership Team
EFFECTIVE DATE: February 2025

1. Introduction

Durham College (DC) places great emphasis on recognizing and celebrating the skills, expertise and experience of its employees. As part of that commitment, Employee Awards of Excellence are presented annually to one permanent full-time or part-time employee in each of the administrative, faculty, and support staff groups, as well as to one team, in recognition of outstanding contributions to DC. The recipients demonstrate excellence in different ways – depending on the nomination category, while adhering to the college’s mission, vision, and values.

2. Purpose

This policy and procedure guide how the Employee Awards of Excellence will be administered, while providing colleagues across the four categories with high-profile recognition to the entire college community.

3. Definitions

Refer to [Durham College’s Standard Definitions](#).

4. Policy statements

- 4.1. Permanent full-time and part-time support staff, administrative and faculty employees are eligible for nomination for an Employee Award of Excellence.
- 4.2. The team award recognizes the collective efforts of an outstanding group of individuals who worked to complete a project that was important to the College’s mission, goals, and/or directives. Examples of eligible teams include committees, working groups, task forces, or departments.
- 4.3. An employee or team can decline a nomination.
- 4.4. All award nominations will be in accordance with the Nomination Guidelines and Process.

- 4.5. The selection of recipients will be done in a fair and objective manner, following the published award criteria.
- 4.6. The nomination packages for the winners in the following categories – Administration, Faculty, and Support Staff – may be put forward for the CiCan Awards of Excellence competition.

5. Procedure

5.1. Nomination Guidelines

- 5.1.1. Students, faculty, support staff, administrators, retirees and/or alumni can nominate candidates for these awards. All nominees must agree to have their names put forward by signing a consent form.
- 5.1.2. Self-nominations will not be accepted for teams or individuals.
- 5.1.3. Members of the Executive Leadership Team (ELT), the Durham College Leadership Team (DCLT) are not eligible to be nominated for an individual or team award.
- 5.1.4. One nominator and three supporting nominators are required for a nomination, with no more than four nominators required or accepted. At least one nominator must be from the same department or team as the nominee.

5.2. Nomination Process

- 5.2.1. Online nomination forms are available on ICE through the Human Resources department page in the Rewards and Recognition section under Employee Development.
- 5.2.2. All nomination packages must be reviewed for accuracy and signed off by the nominee and the nominee's direct supervisor in the support staff, administrative staff, and faculty categories. For the team category, the responsible Vice-President will sign.
- 5.2.3. The nominators must submit the online nomination form by 4:30 p.m. on the deadline date, describing how the candidate(s) meets the nomination criteria. Late submissions will not be considered.
- 5.2.4. A minimum of two nominations must be submitted for each category. If two nominations are not received, the category will not be awarded for that year. Winners will not be acclaimed if only one nomination is received.

5.3. Selection procedure

- 5.3.1. The Executive Leadership Team (ELT) will serve as the selection committee.
- 5.3.2. Each year, the Vice President People, Equity and External Relations will post a communication on ICE as a reminder to employees that the nomination process is beginning.
- 5.3.3. The criteria described in the nomination form will be used by the selection committee to determine the award recipients. At their discretion, the selection committee may request further information from the nominators regarding a specific nomination.
- 5.3.4. Decisions on winners will be kept strictly confidential until the recipients are announced.
- 5.3.5. The nominees for all four awards will be published on ICE.
- 5.3.6. The award recipients will be announced and presented by the College President at an employee-focused celebration event.

5.4. The award

- 5.4.1. Awards of Excellence recipients may each receive a certificate worth up to \$1,500 to be applied toward professional development. Within the team category, the total value of professional development certificates is limited to \$10,000, to be shared equally among team members. Recipients have one calendar year from the Employee Appreciation event to redeem the full value of the certificate and do not receive a cash payout for unused allowances.

Photos of the awards recipients will be included on the wall of excellence at both the Oshawa and Whitby campuses.

6. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Multi-Year Accessibility Plan.

7. Non-compliance implications

By failing to follow the statements and expectations in this policy and/correlated procedure, damage to an individual's or the College's reputation may occur.

8. Related forms, legislation or external resources

- Nomination Form