

Complete Policy Title: President's Awards for Outstanding Service Policy	Policy Number: N/A
Approved by: President and Vice-Chancellor	Date of Most Recent Approval: December, 2022
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Responsible Executive: Assistant Vice President and Chief Human Resources Officer	Enquiries: Human Resources Services
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Purpose

The purpose of these awards is to provide an annual recognition for employees or groups of employees who have made an outstanding contribution beyond that normally expected for their positions to the mission of the University through:

- the provision of exceptional service to staff, faculty, students, alumni, donors or visitors;
- the identification of measures which contribute to the efficiency and effectiveness of University operations;
- a direct or indirect contribution to the community or the University which impacts the reputation of McMaster.

Scope

Nominators of the awards must be a third party - i.e. there are no self-nominations allowed, in any of the award categories. Immediate family members, including spouses, children, parents, and siblings of the nominee are not permitted to participate in the nomination process. Employees who retire after December 31 of the recognition year will be eligible for nominations.

Definitions

Lifetime Achievement Awards

The Lifetime Achievement Award recognizes individuals who have demonstrated an extraordinary commitment to McMaster that is above and beyond what is expected of their position. Recipients of this award have made a positive impact on the broader community and furthered McMaster's mission with a significant and sustained contribution of their work.

The awards are open to all full-time or part-time staff from operations, research and ancillary departments or units of McMaster University who have demonstrated a minimum commitment of 15 years of service to the University. The University President and Vice-Presidents are not eligible for consideration.

Individual Awards

The awards are open to all full-time or part-time staff from operations, research and ancillary departments or units of McMaster University who are employed on a continuing basis or for a term or contract of one or more year's duration. Employees at TMG Band O or higher are not eligible for the awards.

Team Awards

All members of nominated teams will be celebrated as a group for their contribution to a project on behalf of McMaster University. It is anticipated that at least seventy-five percent of team members will meet the Individual Awards criteria. Confirmation of team members is the responsibility of the nominator and must be completed at the time of the nomination submission.

Although individuals or units within a department should be acknowledged and rewarded for their collaborative work toward meeting their goals, the intent of this Awards Program is to recognize those individuals or groups within a team who have made the most significant contributions to a particular project, or project teams spanning multiple departments or sub-departments, where the members have all made outstanding contributions beyond what is normally expected of their positions. We encourage leaders to find alternate avenues for recognizing and rewarding their department for good work on a more regular and ongoing basis.

Policy

The Awards

A maximum of one (1) lifetime achievement award in the amount of \$5,000, and a trophy naming the recipient and the contribution for which they are receiving the award. In addition, the recipients will have their names added to a permanent Roll of Honour maintained by the University. The award may or may not be awarded in any given year.

A maximum of eight (8) individual awards in the amount of \$3,000, and a trophy naming the recipient and the contribution for which they are receiving the award. In addition, each year, the recipients will have their names added to a permanent Roll of Honour maintained by the University.

A maximum of two (2) team awards will be made to a group of employees, and for such group awards, the size of the award will \$1,000 per team member. In addition, each group member will receive a trophy, naming their group, and their group name will be added to the permanent Roll of Honour maintained by the University.

A maximum of two (2) Special Achievement Awards may be granted; a maximum of one (1) individual and one (1) team who was not selected as an Award recipient but whose exemplary contribution to McMaster deserves to be recognized. Individual monetary awards will be \$1,000. Team monetary awards will be \$500 per team member. A

trophy naming the recipient and the contributions for which they are receiving the award will be given. Recommendations for this special recognition are provided by the Advisory Committee and are awarded at the sole discretion of the President.

A maximum of one (1) Early Achievement Award may be granted to an individual who was not selected as an Individual Award recipient. This award was created to recognize an employee with less than 5 years of employment at McMaster University who has achieved excellent service beyond that expected for their level of experience in the position they hold. The award praises their tenacity and motivation to grow, develop, and lead in their role. The Early Achievement Award will award a monetary amount of \$1,000. A trophy naming the recipient and the contributions for which they are receiving the award will be given. Recommendations for this special recognition are provided by the Advisory Committee and are awarded at the sole discretion of the President. The award may or may not be granted in any given year.

Awards and Ceremony

The employees and teams selected to receive awards will be invited to attend a celebratory event and will be presented with their awards at that time. Photographs of the recipients and a brief summary of the rationale for their awards will be published.

Each eligible employee who was nominated for an award will be invited to attend the celebratory event and will also receive a letter of commendation from the President.

The celebratory event will also be open to the McMaster community to celebrate the achievements of all nominees and recipients.

Related Links

- [President's Awards for Outstanding Service](#)
- [McMaster Human Resources web link](#)