



Wilfrid Laurier University
BOARD OF GOVERNORS
BRIEFING NOTE
2011-2012

Meeting Date: May 22, 2012
Agenda Item #: HR&C B2.

Public In-Camera

Committee: **Human Resources and Compensation**

Agenda Item: Employee Achievement Event and Recognition Program

Action Required: Approval Discussion Information

Motion: N/A

Summary:

Background

The Long Service Awards ceremony and reception, normally held during the month of June recognizes 10, 15, 20, 25, 30 and 35 year employees. Each employee who has reached a service milestone is invited to the reception along with their supervisor. Only 25 year recipients receive a gift (WLU Watch), all others receive a certificate and pin. Beyond the long service awards event, there are no formal recognition opportunities for staff.

With the 2010 establishment and communication of the Employee Success Factors, the opportunity presents itself to implement a comprehensive recognition event for Laurier employees. As well, the elimination of the Seasonal Lunch in December provides the opportunity to collaborate with Events and Ceremonies to create a new Employee Achievement Event to replace the seasonal lunch and long service award event.

The Employee Achievement Event will be held annually in late August or early September as a way to celebrate the people who drive our organization; our employees. The event will be focussed on recognize outstanding performance and employee contributions as follows:

Individual Employee Success Factor Awards

Annually, up to 2 awards will be granted for each success factor. Individuals who consistently demonstrate exceptional performance in one of the 5 success factor areas (total 10 awards) will be recognized in the following categories:

- Collaborates to Promote Team and Organizational Success
- Seeks Opportunities for Continuous Improvement
- Models Leadership and Accountability
- Supports a Culture of Service
- Values Relationships and Community

Multi-Campus Champion Award

An additional award will be granted to two individuals who exhibit behaviours aligned with the employee success factors, effectively supporting multi-campus operations.



President Award for Individual and Team

Annually, one individual who consistently demonstrates exceptional performance in multiple success factor areas will be recognized. As well, one team or department will be recognized for demonstrating a commitment to living the employee success factors.

Through a self, peer and/or manager nomination process, a committee comprised of all employee groups at Laurier will review the nominations and select recipients. Recipients will be invited to an annual recognition reception and presented with a certificate of recognition and origami star for their office.

Long Service Awards

15 years service – card from Dr. Blouw

25 years service – card from Dr. Blouw, \$200 ‘experience’ gift card

35 years service – card from Dr. Blouw, \$350 ‘experience’ gift card

Alignment: Supporting the institutional proposition, mission, vision and values should be at the forefront for our employees. This event looks to celebrate and recognize those employees who perform and contribute to the organization in meaningful ways. The event also further imbeds the Employee Success Factors into institutional operations.

Proposed by: Pamela Cant, Acting AVP Human Resources
Melanie Will, Manager, Learning and Organizational Development

Consultation: President’s Group

Rationale: The goal of the event it to reward high performers for the contributions made to Laurier and inspire people to continue to lead lives of leadership and purpose.

Compliance: n/a

Risk Assessment: n/a

Attachments: n/a

For University Secretariat Use Only (Official only if initialled by University Secretary):

Final Approval by: BOG E&G Date: _____ Initials: _____

MOTION: Moved: _____ Seconded: _____ Carried

same wording as recommendation differs from recommendation for information only