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## Employee Awards for Excellence in Service Policy

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<b>Policy Sponsor:</b>	Vice President, Finance & Administration
<b>Policy Contact:</b>	Chief Human Resources Officer
<b>Policy Number:</b>	N/A
<b>Effective Date:</b>	March 27, 2017
<b>Approval Group:</b>	Executive Group
<b>Approval Date:</b>	March 27, 2017
<b>Review Date:</b>	Biennially
<b>Procedures:</b>	<a href="#">Sue and Derrick Rowlandson Memorial Awards for Service Excellence Procedure</a> <a href="#">Rob Koons Memorial Awards for Health and Safety Excellence Procedure</a>

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### Purpose

To recognize and honor service excellence by Athabasca University (the University) Employees and /or Teams of Employees for contributions to the University, service and support provided to students, and community involvement on behalf of the University.

### Definitions

<b>Employee</b>	Individuals who currently have an employer-Employee relationship with the University.
<b>Employee Awards for Excellence</b>	University awards that recognize and honor service excellence by Athabasca University Employees and/or Teams for excellence in service contribution(s) to the University, service and support provided to students, or community involvement on behalf of the University.



**Professional Development** Academic study, research, skills or knowledge development and educational activity that is of primary benefit to the Employee's professional growth in support of the University's mission.

**Team** A group of two or more Employees who currently have an employer-Employee relationship with the University.

### **Policy Statements**

Athabasca University is committed to the support and acknowledgment of the high-quality contributions by University Employees through excellence in service contribution(s) to the University, support and services provided to students, and community involvement on behalf of the University.

Athabasca University will recognize excellence in these sustained and on-going high-quality contributions through the provision of purposeful and tangible awards to Employees in the form of Professional Development Funds.

Athabasca University provides a comprehensive program of Employee Awards for Excellence in Service involving a process that is nominations-based and committee-selection driven.

Employee Awards for Excellence in Service may be awarded once annually and, where appropriate, will be incorporated into an Employee Awards and Recognition Event.

### **Applicable Legislation and Regulations**

[\*Alberta Freedom of Information and Protection of Privacy Act\*](#)

Canada [\*Income Tax Act\*](#)

### **Related References, Policies, Procedures and Forms**

[Sue & Derrick Rowlandson Memorial Award for Service Excellence Procedure](#)

[Rob Koons Memorial Award for Health and Safety Excellence Procedure](#)

[Employee Gift Expenditure Policy](#)

[Excluded Professional Staff, Professional Development \(EPSPD\) Fund Guidelines](#)

[Support Staff Training and Development Policy \(SSPD\)](#)

[Research & Study Leave Travel and Relocation Fund Guidelines](#)

[Support Staff Computer Loan Program Policy](#)

[Excluded Support Staff Professional Development Allowance Policy](#)

[Academic and Professional Development Fund Policy](#)



## **History**

Executive Group, March 27, 2017, (Approved)