

Selkirk College Policies and Procedures		Title and number	6600 Merit Recognition		
		Replaces	B6011.1		
		Effective	1983-04-01	Next review :	2005-04-01
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee		1999-05-21	
President	President	Recommended/Approved by Education Council		N/A	
		Approved by President		1999-10-06	

1 POLICY

The College's Value statements support the concept of recognition for exceptional performance. While the matter of merit recognition for exceptional performance is not specifically referred to in the Board Outcome statements, past practice and policy and certain collective agreement language confirms the institution's commitment to the concept.

The principle of special recognition for meritorious performance is worthy. This policy provides a fair and equitable framework to enable merit recognition.

2 CRITERIA

Merit recognition may be awarded to individuals or groups who have consistently and fully met all of their job requirements over an extended (more than a year in the position) period of time and who have exceeded normal expectations of an employee in more than one of the following areas:

1. Initiative – the employee has shown initiative on repeated occasions which has contributed to the improvement or attainment of the College's Outcome Policies.
2. Quality – the employee's endeavours have consistently demonstrated a concern for quality.
3. Learner centred – the employee has consistently made serving learners a central focus of her/his activities.
4. Peer recognition – the employee enjoys the general recognition of her/his peers as an outstanding performer and employee.
5. Innovation – the employee has introduced new procedures, methods, equipment and similar ideas which have resulted in a more efficient and effective approach to fulfilling her/his job responsibilities.
6. Citizenship – the employee has contributed to the development, or enrichment of the larger community.
7. Job performance – the employee has consistently performed over and above the call of duty.
8. Cooperative attitude – the employee has been exemplary in his/her relationship with and support of other College employees.

9. Service – the employee has provided extraordinary service to the College, to staff, to students, to the public.
10. Superior quality of work – the employee has consistently exceeded normal expectations and has demonstrated a commitment to quality work.

3 PROCEDURES

1. A Review Committee will be established by the President and include representatives from all employee groups. The Committee will be chaired by the President or his/her designate, the Director of Human Resources. Ideally the membership of the Committee will remain consistent from year to year.
2. The nominations will be reviewed by the nominee's supervisor/department head. The supervisor/department head will be requested to provide a comment regarding the nomination which will be forwarded to the Review Committee. The nominator must seek at least one additional supporter for the nomination. Nominations that are not signed or fully documented will not be considered.
3. Nominations for merit recognition by any Selkirk College employees will be submitted to a four (4) member Review Committee. *The Review Committee will request feedback from the supervisor/department head.* The nominations should be submitted in accordance with the attached nomination form and the criteria listed. When addressing the criteria, specific examples should be provided to describe how the criteria has been met.

4 AWARDS

1. Award recipients will receive a congratulatory letter from the Chair of the Board.
2. Award recipients and their spouses/guests will be hosted at an open Merit Recognition ceremony by the Board.
3. Awards will be in the form of plaques, frames, leather-cased certificates, medallions, etc.
4. A College plaque listing all recipients will be prepared and displayed in Castlegar, Nelson, Trail and Grand Forks.

In some situations, division supervisors may believe that department members have performed at a high level over a protracted period of time and/or the circumstances reflect an exceptional occasion: implementation of a new system, reorganization or a similar successful change or innovation. It would be appropriate for a department to be given recognition for its performance through a group function. An evening dinner hosted by the College represents an acceptable and proper activity.

Other relevant policies:

8800 Honorary Diplomas and Distinguished Educators Awards

Key words:

Awards, Merit, Recognize