



UNIVERSITY OF
ST. MICHAEL'S COLLEGE
IN THE UNIVERSITY OF TORONTO

University of St. Michael's College

Office of the Bursar

Employee Recognition Policy

July 4, 2017 (*Approved by President*)

To request an official copy of this policy, contact:

The Office of the Bursar
Room 11A, Elmsley Hall
81 St. Mary Street
University of St. Michael's College
Toronto, ON M5S 1J4

Phone: 416-926-3326
Fax: 416-926-7120

University of St. Michael's College

EMPLOYEE RECOGNITION POLICY

POLICY STATEMENT

Recognition in the workplace is a key driver that creates employee loyalty and drives productivity. Effective recognition enhances employee engagement by providing them with the incentive to reach their potential. This policy creates a work environment where employees feel appreciated for their efforts and contribution, serves to attract, retain and motivate employees.

BACKGROUND & JUSTIFICATION

Recognition is an important element of “putting people first” and serves to motivate and reward employees for exemplary work above and beyond that which is required by a position description. This is one of the ways we like to recognize our employees in that it captures the overall theme and values of the St. Mike's 180 Strategic Plan.

DEFINITIONS

“Employees” include all non-management and non-faculty permanent, part-time, temporary and contract employees.

“Above and beyond” is defined as anything that is outside the realm of the employee’s normal or regular duties and/or job description.

REWARD

Rewards are presented in the form of gift cards to individual employees only. The gift cards will be charged to a general account set up for this purpose only. Any employee can nominate a fellow employee by following the procedures below:

1. Fill out the Reward Nomination Form (attached). Please note: the nominee’s manager must approve by signing the Reward Nomination Form prior to submission.
2. Forward the completed form to the Bursar by email.
3. The Bursar will review the application. If approved, the Bursar will return the approved application, along with the selected gift card, to the awardee.

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REWARD NOMINATION FORM

Nominee's Information:

Nominee's Name: _____

Nominee's Department: _____

Nominee's Status (circle one): Full Time / Part Time / Temporary / Contract

Nominee's Manager/Supervisor:

(Name – please print)

(Signature for Approval)

Name and department of person nominating the employee:

(Name – please print)

(Department)

Reward:

\$20.00 gift card.

Justification for Award:

Required Approval:

Bursar and Chief Administrative Officer: Approved / Denied

Bursar's Signature: _____ Date: _____