



## *Building Operations' Staff Excellence Awards*

### AWARD CRITERIA

Building Operations is pleased to provide recognition and rewards to staff who have consistently demonstrated excellence in the performance of their work duties and service to the University through the Staff Excellence Award Program. All staff are invited to nominate one (or more!) of their colleagues who, in their view, have achieved excellence in **one of the following Award categories**:

#### THE KIM NULTY AWARD

Awarded to an individual who has a minimum of 5 years of continuous employment with Building Operations and has demonstrated criteria from a minimum of 3 of the other award categories (*Innovation, Leadership, Teamwork, Health, Wellness and Safety, Customer Service*) as well as:

- Commitment to continuous improvement and development
- Positively influencing others to build consensus around departmental and University initiatives
- High level of problem-solving skills

#### INNOVATION

Awarded to an individual or team who has demonstrated several of the following:

- Developed or improved methods, processes and/or procedures through original thinking and creativity, with significant positive impacts within Building Operations, or on the University community;
- Employed emerging technology to achieve new standards of efficiency and effectiveness in the workplace;
- Positively affected staff morale, productivity, budget, work quality, or customer service;
- Demonstrated a strong commitment to teamwork, respect, a positive work environment and the highest level of achievement.

#### LEADERSHIP

Awarded to an individual who has demonstrated several of the following:

- Motivated and inspired the people around her/him to accomplish more than they usually would have normally;
- Actively shared responsibility, authority, information and credit when working towards the achievement of a goal;
- Provided the leadership, guidance, tools, authority and trust needed for all team members to achieve their goals;
- Exhibited outstanding abilities in planning, implementation, and impact evaluation;
- Fostered a culture of service excellence through positive attitude and performance in the workplace;
- Has served as a role model for the values of respect, integrity, trustworthiness, commitment and accountability;
- Takes prompt action to resolve issues quickly and effectively;
- Communicates in a manner that is fair, straightforward, honourable and open.

#### TEAMWORK

Awarded to a team that has demonstrated several of the following:

- Exemplary collaboration, cooperation, reliability and flexibility within and between all levels of Building Operations;
- A willingness to share task responsibilities, provide support and show respect for other team members;
- A high level of cohesion, participation and commitment to team and organizational objectives without consideration for personal gain or recognition;
- Has overcome significant challenges or obstacles to achieve a goal through perseverance and hard work.

## HEALTH, WELLNESS AND SAFETY

Awarded to an individual or team having demonstrated several of the following:

- Leadership and dedication to workplace health, safety and wellness;
- Tangible improvements in workplace environments, employee wellness, safe work procedures and practices, and accident prevention and reduction.

## CUSTOMER SERVICE

Awarded to an individual or team having demonstrated several of the following:

- Strong leadership, cooperation and credibility with both internal and external Building Operations' clients;
- An ability to anticipate and proactively meet client needs, and deliver on-time and within budget;
- Maintains an efficient, professional, respectful and positive manner;
- Consistently provides superior service and is willing to go the "extra mile" to find mutually satisfactory solutions.

## ELIGIBILITY

All Building Operations employees are eligible for these awards. However to be nominated and considered for the Kim Nulty Award, a minimum of 5 years of continuous employment with Building Operations is required.

## NOMINATION PROCEDURE

Please fill out and submit a nomination form to the Staff Excellence Award Committee, referring to the specific award criteria as listed above. While it is not mandatory, you may also include supporting material such as client survey results, productivity statistics, performance records, safety records, and/or additional letters of support. There is no limit on the number of nominations an employee may submit; however self-nominations will not be accepted.

Although ***the nomination itself will remain confidential***, the ***nominator*** will receive confirmation of receipt of submission via email.

## SELECTION

- The Committee will determine the award recipient(s) based on the submitted nomination package. Committee members are Phil Beck, Lorraine Beckett, Benedict Castres, Jackie Doroin, Krista Hewlett, Ramil Ingeniro, Joyce Ingram, Barry Jones, Jag Khella, Dennis Magee, Clayton McMullen, Travis Simpson, Pamela Wasylshen, Kishani Gibbons and Karyn Magnusson.
- Winners will be announced and awards will be presented at the 2016 Staff Holiday Lunch, December 14, 2016.
- Total value of gift certificate is \$200 for individual winners and \$100 each for team winners. Winner of the Kim Nulty Award receives a \$300 gift certificate. All award recipients will have their name engraved on a plaque, which will be displayed in the USB lobby.

## COMPLETED NOMINATION FORMS

All nominations must be received by **November 18, 2016**. Please send completed nomination forms to **Caroline Soriano, Secretary to the Staff Excellence Awards Committee**,

- by dropping off completed forms at USB Reception, 2<sup>nd</sup> floor, University Services Building
- by email to [caroline.soriano@ubc.ca](mailto:caroline.soriano@ubc.ca)





## Building Operations Staff Excellence Awards

### NOMINATION FORM

There are two pages to this nomination form. Please complete both pages and send them to the Staff Excellence Award Committee via the methods listed below. ALL NOMINATIONS WILL REMAIN CONFIDENTIAL, however **nominators** will be sent email confirmation of receipt of submission. There is no limit to the number of nominations an employee may submit; however self-nominations will not be accepted.

Please check **ONE** box to indicate for which award category is this nomination:

(If you nominate a person for more than one, please fill out separate forms.)

- LEADERSHIP
- INNOVATION
- CUSTOMER SERVICE
- HEALTH, WELLNESS AND SAFETY
- TEAMWORK
- THE KIM NULTY AWARD

### MY NOMINEE FOR A STAFF EXCELLENCE AWARD IS...

Nominee Name \_\_\_\_\_

Position \_\_\_\_\_

Department \_\_\_\_\_ Tel \_\_\_\_\_

### NOMINATOR'S DECLARATION

Name \_\_\_\_\_

Position \_\_\_\_\_ Department \_\_\_\_\_

Tel. \_\_\_\_\_ Signature \_\_\_\_\_

**PLEASE TELL US ABOUT THE NOMINEE ON THE SECOND PAGE. THIS INFORMATION WILL BE USED BY THE COMMITTEE TO DETERMINE AWARD RECIPIENTS, SO PLEASE GIVE AS SPECIFIC AND DETAILED EXAMPLES AS POSSIBLE, INCLUDING DATES. THIS IS YOUR CHANCE TO MAKE YOUR NOMINEE SHINE!**

### COMPLETED NOMINATION FORMS

All nominations must be received by **November 18, 2016**. Please send both pages of the completed nomination forms to **Caroline Soriano, Secretary to the Staff Excellence Awards Committee**,

- by fax at (604) 822-0208
- by dropping off completed forms to USB Reception, 2<sup>nd</sup> Floor, University Services Building
- by email to [caroline.soriano@ubc.ca](mailto:caroline.soriano@ubc.ca)

**PLEASE REFER TO THE AWARD CRITERIA DOCUMENT WHEN FILLING OUT THE FORM BELOW.**

1) Overall, how does this nominee fulfill the award criteria?

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2) What impact or benefit has the nominee's accomplishment had on Building Operations, or on the University Community in relation to the award area? Please provide specific examples.

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3) Please provide us with any other additional comments.

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We encourage you to include additional letters of support for this nomination. Please attach them to this form.

