



## **UBC DEPARTMENT OF OBGYN STAFF SERVICE AWARD 2015**

The Department of Obstetrics & Gynaecology employs a talented and dedicated staff throughout our locations, all of whom contribute to the successful activities of the department and deserve recognition. There are not many awards or opportunities on campus to recognize staff achievements and outstanding contributions. The Department Staff Service Award is an appropriate way for the Department to acknowledge truly outstanding service that goes well beyond the call of duty. Up to three awards will be awarded annually, one for each of the staff employees groups represented within OBGYN: Management and Professional Staff, Non-Union Research Technicians and CUPE 2950 Clerical and Administrative Staff.

### **Award Criteria: UBC OBGYN Staff Award for Service**

The awards will be presented on an annual basis to staff members employed in the Department whose contributions in areas such as service, administration and leadership have had a significant and positive impact in achieving the strategic priorities of the Department, as defined in the Strategic Plan. The criteria are:

- Outstanding and sustained contributions to their unit within the Department
- Have improved the value, efficiency and sustainability of the service they provide
- Have positively influenced the perception of the Department in the UBC or local community

### **Timeline**

Nominations will be requested in November for submission to the [HR & Appointments Coordinator](#) by Friday 11 December. The submission should identify the individual being nominated, the employee group (M&P, Non-Union Tech or CUPE 2950) and clearly spell out what service prompted the nomination.

### **Eligibility**

All administrative, technical and research staff in the Department are eligible. This includes all of the management, unionized and non-union staff. If necessary, nominators can consult the [HR & Appointments Coordinator](#) for clarification on nominee eligibility, should there be any ambiguity. Student appointees and faculty appointees (including postdocs and research associates) are not eligible.

### **Review of Nominations**

The Department Awards Committee will consider the nominations and make a recommendation to the Department Head for up to three winners, one in each employment group, as appropriate. The winners may also be nominated for the Faculty of Medicine Applegarth Staff Service Awards which recognizes excellence in personal achievements and outstanding contributions to the Faculty of Medicine.

### **Prize**

The awards will consist of a monetary award of \$300 and a certificate for each recipient to be presented by the Department Head at the annual UBC Department Seasonal Celebration. Please note: prize payment will be in the form of a cheque generated by the Department's Finance team. This is a taxable prize and a T4A slip will be issued with the payment.

### **Further Information**

If you have any questions or concerns regarding this new award please direct those to the [Administrative Director](#) in the first instance.



## Department of Obstetrics & Gynaecology Staff Service Award Nomination Form

### NOMINEE INFORMATION

Nominee name :

Position:

UBC Employment group:

Supervisor:

Nominee work location:

Nominee email:

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### NOMINATOR INFORMATION

Nominator:

Nominator Position:

Nominator email address:

In addition to this nomination form, nominators should include in the package:

- A nomination letter detailing the nominee's outstanding contributions and explaining how the nominee meets the award criteria.
- 2 additional letters of support from colleagues or students.

Please submit the completed application and supporting material via email to:  
[asherrington@providencehealth.bc.ca](mailto:asherrington@providencehealth.bc.ca).

**Deadline for submission is 11 December 2015**

This award will be paid in a lump sum to the recipient by the Department once the winners have been announced. The payment will be accompanied by a T4A slip for tax purposes.