

Vice-Chancellor's Staff Excellence Awards

Recognising Inspirational

Inspirational Staff

The Award Guidelines outline the eligibility criteria and the nomination, assessment, and selection process for:

- **Inspirational Staff Awards**

These awards recognise and reward individuals who demonstrate ECU's core values:

1. **Integrity** – being ethical, honest and fair
2. **Respect** – considering the opinions and values of others
3. **Rational Inquiry** – motivated by evidence and reasoning
4. **Personal Excellence** – demonstrating the highest personal and professional standards
5. **Courage** - bold and resolute in our thinking and actions in pursuit of our goals

This award recognises and reward teams who demonstrate ECU's core values:

6. **Inspirational Team Award** – to recognise team excellence as evidenced by a particular example of high quality performance or a sustained high standard of performance;

Up to 7 awards across the six categories will be awarded annually.

Award recipients will receive \$5,000 per award (inclusive of tax and superannuation) and a certificate presented by the Vice-Chancellor at a formal ceremony.

Eligibility Criteria

This award is open to full-time, part-time and casual/sessional ECU staff and teams. Applicants must be a current ECU staff member at the time of application **and** receipt of the Vice-Chancellor's Staff Award.

Applicants who have received this award in the previous three years are ineligible to apply for the same Award category but can apply for a different Award category. Unsuccessful nominees are eligible to re-apply.

Nominations

- People and Culture (P&C) will call for nominations on an annual basis.
- Applicants cannot self-nominate.
- Nominations can be recommended by another current ECU staff member.
- Nominations must be submitted through the online link at www.ecu.edu.au/staff-awards
- Individual staff members cannot be nominated in more than one individual category, but may be included in team nominations.
- Any queries should be directed to vcstaffawards@ecu.edu.au or to the P&C Coordinator on 6304 2480.

Management for Performance (MPS)

During performance review discussions, Supervisors are encouraged to reward and recognise those staff members who may demonstrate excellence and submit a nomination on their behalf.

Nomination Requirements

The nomination form is available at www.ecu.edu.au/staff-awards

Nominations to include:

1. **Nominator details** (the online nomination form will capture your details automatically)
2. **Nominee's name**
3. **Nomination Summary (up to 50 words)** Should the nomination be successful, this statement will be used in appropriate communications highlighting the recipient's success, for instance in the Awards ceremony certificates and on the ECU website.
4. **Statement** of how you feel this person meets the ECU core value (limit of 300 words).
5. **Three words to describe this person**
6. **Response to:** In what way does ECU benefit from people like this?
7. **Referees** – email address of two referee (internal or external to ECU) excluding their Executive Dean or Director
8. **It is recommended to add supporting evidence in your online nomination** (*No more than 3 pages and/or video, total size cannot exceed 100 MB.*)

Awards Selection Committee

The Vice-Chancellor will establish and invite the Awards Selection Committee each year to consider and make recommendation on the nominations.

The Awards Selection Committee will comprise the following, none of whom may be nominees or nominators during their term on the committee, selected with appropriate regard to gender representation:

- Senior Deputy Vice-Chancellor Chair of the Committee;
- Deputy Vice-Chancellor (Students, Equity and Indigenous); and
- People and Culture nominee as appointed by the Director People and Culture as Executive Officer (non-voting).
- An external representative appointed by the Vice-Chancellor;
- One Academic Staff member nominated by the Academic Board;
- One Professional Staff member nominated by the University Executive.

Members appointed to the committee will have a term of three years commencing 1 January.

The Awards Selection Committee has the authority to seek further evidence from such persons it deems necessary to evaluate the nominations. The Awards Selection Committee reserves the right not to recommend an award if, in its assessment, there is no nomination of sufficient merit.

The Executive Officer shall present the nominations and any other relevant information to the Vice-Chancellor's Staff Awards Selection Committee.

The Committee:

- a) Will assess all nominations;
- b) May request further information from whomever it deems necessary to evaluate the nominations; and
- c) Will forward its recommendations to the Vice-Chancellor for approval Decision Making

The Vice-Chancellor will review the recommendations from the Awards Selection Committee and decide upon the winners. The Vice-Chancellor's decision will be final.

The winners will be formally advised of the outcome at the time of the celebratory event.

Celebration

The Vice-Chancellor will host an event that provides formal and public recognition of the respective achievements and excellence of our staff, at which the Awards will be presented.

Winners may be asked to present at various public events. Event photography may be used to promote the Vice-Chancellor's Staff Awards.

Method of Payment

Nominated staff will be able to choose a preferred option for payment as part of their nomination either:

- Cash lump sum payment (paid through the payroll system and subject to income tax at the employee's marginal tax rate); or
- Payment credited directly to your UniSuper Superannuation Account as a pre- tax contribution; If you select this option you may wish to seek personal financial advice as there are caps on the amount you can contribute to your super each financial year that, if exceeded, may result in additional tax implication; or
- Nominated ECU project/research/school account to be paid into an ECU account of choice. The prize monies must be used for work related expenditure and cannot be redistributed among team members for personal use.

Nominees are advised to consult their respective Operations Manager before electing to nominate an ECU account, as there are limitations for time period in which prize monies are to be spent. These funds will be allocated to your school/centre in January of the following year and must be used within one year.

Work related expenditure does not normally attract Fringe Benefits Tax (FBT). However, if FBT does apply to the expenditure, it will form part of the award amount so the team members would only be eligible to spend the net-of-FBT amount. Nominees are advised to consult their respective Business Manager or School Finance Team if unsure.

For team-based nominations, prize monies will be divided between team members equally unless specified at time of nomination to the P&C Executive Officer.

People and Culture (P&C)

On an annual basis, P&C will:

- Advertise and promote the awards and provide administrative support to the process;
 - Organise the composition of the Awards Selection Committee each year and arrange for all nominations to be provided to the Committee in a timely manner for assessment;
 - Report on the outcomes of the Vice-Chancellor's Inspirational Staff Awards to the Director People and Culture and Vice-Chancellor to seek approval for the recommendations; and
 - Organise the public event and other associated requirements with Corporate Events, including inviting the nominees and nominators.
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