

## **STAFF EXCELLENCE AWARDS**

### **BASIC BELIEF**

Mater Dei has a responsibility to help its employees achieve high levels of performance, to develop personally and professionally and to enjoy satisfying careers. This policy and its procedures are designed to help the organisation and its employees achieve these aims.

The primary purpose of the Staff Excellence Awards is to recognise and reward the excellent achievements of Mater Dei staff. The Award scheme will encourage and reward outstanding and exceptional service or work performance. The Award is distinct from, and is not affected by, nor does it affect ordinary processes of classification review or increment.

### **OBJECTIVES**

The Awards are intended to

- Recognise and reward staff excellence
- Instill notions of best practice and excellence in all aspects of work at Mater Dei
- Boost morale and productivity of staff
- Support Mater Dei nominees for other award schemes, where applicable
- Foster loyalty and commitment to Mater Dei
- Provide a platform to showcase staff achievements

### **GENERAL GUIDELINES**

1. The Award is available to part time or full time individual staff members, who demonstrate the capacity to work innovatively and in an exemplary manner and who achieve excellence in their nominated area of work.
2. The total allocation of funds for the Awards will be determined on an annual basis and reviewed yearly.
3. Overall administrative coordination of the Awards will be undertaken by CEO/Principal or nominee.
4. The membership of the Awards Committee is chosen each Term by the CEO/Principal and will consist of at least five members of staff. Two members are the most recent Award recipients and the remaining three are chosen from across all program areas to involve as many staff members as possible throughout the year. Where members are unavailable, the CEO/Principal will approve substitute members.
5. Mater Dei's policy on gender balance will apply in the composition of the Awards Committee and all Program areas will be represented, where possible.
6. The Committee will rely on evidence in the documentation accompanying the Nomination Form and will make a decision based on those nominations. The Committee's decision is final and confidential until announced at the Awards' meeting or ceremony.

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### **IMPLEMENTATION**

1. The CEO/Principal calls for nominations each Term for Awards to staff whose outstanding dedication, and service have had, or are having a significant impact on the organisation's progress towards the achievement of its mission.
2. Nominations must be made on Nomination Form which are distributed into staff pigeonholes each term. Advice and assistance in the preparation of nominations is available from Program Managers.
3. All Award Committee members are given a copy of all the Award Nominations submitted by the Facilitator, who is chosen by the CEO/Principal and who explains the process. If, for example, 8 nominations are received, members need to rank the nominations 1 to 8, with 8 being the most deserving and 1 being the least. If more than one nomination is submitted for an individual staff member then all the nominations are considered, in turn, and given a rank. Committee members do not put their names on Nomination Forms.
4. Once the Committee has completed the above process, all the copies of the Nomination Forms are placed in the middle of the table and mixed up. Each Committee member selects a paper and everyone reads out the ranking for each nomination. This ensures that voting is anonymous.
5. All the points are added up for each nominee and the two nominees with the most points will be considered by the Committee who will then make a decision based on these results and group discussions.
6. The Facilitator informs the CEO/Principal of the Award recipients and prepares the vouchers and certificates to be presented at a ceremony, usually a Morning Tea, which is scheduled by the CEO/Principal at the end of each Term.
7. The voucher is for a local restaurant determined by the CEO/Principal, to the value of \$100 and cannot be exchanged or refunded for cash or other goods. Exceptions to this are at the discretion of the CEO/Principal.
8. Following the ceremony a photograph of the each of the two recipients is taken with their certificate and is then framed and displayed in Administration.