

---

## Rob Koons Memorial Award for Health and Safety Excellence Procedure

---

<b>Policy Sponsor:</b>	Vice President, Finance & Administration
<b>Name of Parent Policy:</b>	<a href="#">Employee Awards for Excellence in Service Policy</a>
<b>Policy Contact:</b>	Chief Human Resources Officer
<b>Procedure Contact:</b>	Human Resource Advisor(s)
<b>Effective Date of Procedures:</b>	March 27, 2017
<b>Review Date:</b>	Biennially

---

### **Purpose**

To provide the background for creation of and process for the awarding of this distinguished award, which recognizes leadership and excellence in proactive and preventive health, safety, wellness and environmental initiatives by Athabasca University (University) Employees.

### **Background**

Previously named the Award for Health and Safety Excellence (AHSE), this award was renamed in 2012 in honor of Rob Koons, who worked for Athabasca University for 25 years as the University's Grounds Technician. Rob was instrumental in retaining the University's landscape mission by maintaining a perfectly manicured natural setting on University grounds.

Rob was also instrumental in the development of University health and safety initiatives through the various safe work procedures implemented within his department and for his role on the Occupational Health and Safety Committee for 15 years as an AUPE representative. In 2011 Rob was the first co-recipient of the newly developed Award for Health and Safety Excellence (AHSE) for his commitment to the health and safety of his University colleagues.

Rob was also an avid sports and outdoor enthusiast who excelled at any sport he tried, including curling, golf, skiing, swimming, kayaking and motocross. He also loved camping and was an avid photographer, winning a much coveted Canadian Geographic photography award.



Rob embodied the spirit of Athabasca University and enriched the fabric of the Athabasca Community. Rob died of cancer in November 2012, leaving behind his wife Serena, sons Michael and Adam, and daughter Mikayla (Kaylee).

## **Definitions**

<b>AUFA</b>	Athabasca University Faculty Association (the “Association”) and its members.
<b>AUGSA</b>	Athabasca University Graduate Students’ Association and its members.
<b>AUPE</b>	Alberta Union of Provincial Employees, Local 69 and its members.
<b>CUPE</b>	Canadian Union of Public Employees, Local 3911 and its members.
<b>Employee</b>	Individuals who currently have an employer-Employee relationship with the University.
<b>Employee Awards for Excellence</b>	University awards that recognize and honor service excellence by Athabasca University Employees and/or Teams for excellence in service contribution(s) to the University, service and support provided to students, or community involvement on behalf of the University.
<b>Excluded</b>	Those groups of Employees who are not otherwise represented by one of the certified collective bargaining representatives. This designation generally relies on legislative/regulatory criteria (i.e., Alberta <i>Public Service Employee Relations Act</i> ) and the nature of the employment work assigned by the University. The University has identified “Excluded Support Staff,” “Excluded Professional Staff,” and “Excluded Management Staff” as the three Employee groups so designated.
<b>Professional Development</b>	Academic study, research, skills or knowledge development and educational activity that is of primary benefit to the Employee’s professional growth in support of the University’s Mission.
<b>Professional Employee</b>	A position in which the duties and responsibilities are professional in nature.
<b>Support Employee</b>	A position in which the duties and responsibilities involve administrative support to the daily operations of the Institution and which has been classified through the classification process as a support level position.
<b>Team</b>	A group of two or more Employees who currently have an employer-Employee relationship with the University.



## **Procedure**

### **1. Award Abstract**

The Rob Koons Memorial Award for Health and Safety Excellence (Award) is awarded annually to up to two Employees or Teams in recognition of excellence for achievements in Health and Safety Excellence initiatives. Award recipients may be honored at an annual staff recognition event.

Rob Koons Memorial Award for Health and Safety Excellence Award recipients shall receive:

- A certificate of recognition for each Employee or Team member.
- Inclusion (name and year of award) on Athabasca University's public web-page(s) for [Employee Awards for Excellence](#) in Service. The web-page shall also maintain a listing of past and present Award Recipients.
- A Professional Development contribution from the University of \$2,000. In the event of more than one award recipient, funds shall be pro-rated between individual Employees and/or amongst Team members of four or less. Team members of five or greater will receive a lump sum to be used for Professional Development as a whole amongst the Team. The funds will be placed into the Award winners' Professional Development account(s), administered by Financial Services and used within established professional development allowance guidelines. Awards are not transferable.

Award qualification is based on exemplary leadership and proactive initiatives found in accordance with:

- [Alberta Occupational Health and Safety Act, Regulations\(s\) and Code\(s\)](#)
- [Alberta Workers' Compensation Act\(s\)](#)
- Industry Recommended Practices and Standards
- Health and Wellness Advocacy Associations
- Environmental Stewardship Councils
- Environmental Advocacy Associations

### **2. Award Eligibility**

- All Employees who have continuous service of at least three years are eligible for nomination.
- Employees retiring in the year of the award are not eligible for nomination.
- The Team's composition should have been stable for the past three consecutive years.
- No Employee can receive more than one individual Employee Service Excellence Award in the same fiscal year.



### 3. Award Criteria

A Review Committee shall consider the nominations in view of the Employee's or Team's fulfillment of the following criteria:

- Leadership and excellence in the development and implementation of proactive and preventive Health and Safety Excellence initiatives within Athabasca University.
- Exemplary participation and commitment to Health and Safety Excellence programs and legislatively mandated initiatives.
- Participation and commitment to Health and Safety Excellence programs and legislatively mandated initiatives that goes beyond the requirements of the Employee(s) role, is proactive and preventive, and works toward continuous improvement in the areas of Health and Safety Excellence.
- A Team's overall performance and contribution must be identified; however, each Team member's integral role should also be demonstrated.
- Qualifying for this award requires the nominee(s) to meet the highest of standards, as evaluated by a Review Committee of their peers, thus there is no requirement or expectation to have a recipient for each award cycle.
- An Employee or Team may be nominated in each and every year in which they meet the Award criteria.

### 4. Review Committee Structure & Roles

The Review Committee will be comprised of representatives from the following Employee groups:

- Chief Human Resources Officer or designate (Chair), non voting
- One AUPE Support Employee appointed by AUPE Employees.
- One Excluded Support / Professional Employee appointed by Excluded Support/Professional Employees.
- One AUFA Employee appointed by AUFA Employees.
- One CUPE Employee appointed by CUPE Employees.
- One student appointed by the Athabasca University Students' Union (AUSU).
- One graduate student appointed by the Athabasca University Graduate Students' Association (AUGSA).

The Review Committee appointment process shall be administered by Human Resources by January of each year. Each appointed Review Committee member (excluding the chair) shall serve a two-year term. Review Committee members must resign if they become nominees, nominators, or seconders.

Review Committee role descriptions and responsibilities are as follows:

- Chair:
  - Coordinate the nomination and selection process.



- Lead the Review Committee In-Camera meetings and discussions.
- Draft information releases related to the award recipient and the presentation of the Award.
- Report the Review Committee decision to the President.
  
- Review Committee Member(s):
  - Participate in the selection process.
  - Adhere to the applicable Policy and Procedure.
  - Commit to honor the intentions of the Award in selection of the award recipient.
  - Maintain confidentiality related to the Awards administration process, discussions, nominees, and recipients.
  - Adjudicate awards.
  
- The Review Committee is supported in its responsibilities by the Manager, Labour Relations and Employment Services, or designate, in the following manner:
  - Provide advice on process.
  - Coordinate communications.
  - Coordinate committee membership selection.
  - Coordinate meetings.
  - Provide other administrative support requirements that lead to the successful and timely completion of the Awards Procedure.

## 5. Award Nominations

The Nominations process and deadlines shall be established by the Human Resources Department and communicated in the annual call for nominations issued by Human Resources Department.

Nominations shall be submitted to the Human Resources Department by completing the [Rob Koons Memorial Award for Health and Safety Excellence Nomination Form](#) and supporting documentation by the applicable deadline. Late nominations will not be accepted.

- **Nominator:** Nominations must be made by a University Employee(s) or student(s) who knows the nominated Employee or Team and of their exemplary contribution and performance.
- **Secunder:** The nomination must be seconded by a University Employee(s) or student(s) from a Department/ Centre/Faculty different than that of the Nominator. The Secunder must also know the Employee or Team and of their exemplary contribution and performance.
- **Nominee:** The nominated Employee(s) or Team(s) must agree to let their name(s) stand for consideration of the award and may, upon request, view the supporting documentation.



- Nominators or Seconders may only participate in the nomination of one nominee in any given year.

## **6. Award Nomination Review & Selection**

An In-Camera meeting shall be held for the Review Committee to review all submitted nominations and through the Chair of the Committee, will provide a decision to the President, which will include a summary of the Committee's deliberations and rationale for the decision. The President will advise Executive Group of the award recipients.

The Human Resources Department shall submit a Letter of Award, on behalf of the President, to the successful recipient.

For all other nominations not selected for Award by the Review Committee, Human Resources shall submit a letter of acknowledgment to the nominees on behalf of the President.

Human Resources shall draft, on behalf of the President, a notification to employees announcing the Award Recipient. The President, or designate, shall release the announcement to the University Community.

### **Applicable Legislation and Regulations**

[Alberta Freedom of Information and Protection of Privacy Act](#)  
[Canada Income Tax Act](#)

### **Related References, Policies, Procedures and Forms**

[Employees Awards for Excellence in Service Policy](#)  
[Rob Koons Memorial Award for Health and Safety Excellence Nomination Form](#)  
[Employee Gift Expenditure Policy](#)  
[Excluded Professional Staff, Professional Development \(EPSPD\) Fund Guidelines](#)  
[Support Staff Training and Development Policy \(SSPD\)](#)  
[Research & Study Leave Travel and Relocation Fund Guidelines](#)  
[Support Staff Computer Loan Program Policy](#)  
[Excluded Support Staff Professional Development Allowance Policy](#)  
[Academic and Professional Development Fund Policy](#)

### **History**

Executive Group, March 27, 2017 (associated policy approved)