

**Staff Excellence Fund  
Guidelines**

The Staff Excellence Fund (SEF) is managed by the Provost’s Advisory Committee on Staff Compensation (PACSC) and has \$250,000 per year to allocate through the 2021-2024 staff compensation agreement:

- That the University of Waterloo contributes \$250,000 per year to maintain the Staff Excellence Fund.
- For each fiscal year PACSC will provide a financial summary of the previous year and a recommendation to the Provost for any resources, over and above the base funding, necessary to achieve the principles of the fund.

The allocation of the SEF is determined annually by PACSC. Traditionally, a significant portion of the fund has been allocated to staff-initiated programs and activities under the headings shown in the table below. In order to give staff input into how to allocate funds in these buckets, PACSC delegated responsibility for generating and reviewing funding proposals to the UWSA. The Staff Excellence Fund Committee was established as a standing committee of the UWSA in 2016.

Bucket	Approximate amount
<b>Engagement and Leadership Development:</b> Activities, programs, and services to enhance staff engagement and foster leadership development.	\$50,000
<b>Healthy Workplace Initiatives:</b> Activities, programs, and services to enhance staff wellbeing and foster increased health and wellness.	\$85,000

The UWSA President, an ex officio member of both PACSC and the UWSA Staff Excellence Fund Committee, outlines PACSC’s allocation (buckets) to the SEF committee in May of each year. The SEF Committee considers the guidelines below when considering staff proposals for SEF funding:

- proposal will not create a tax benefit for staff
- proposal will not be used for construction or capital infrastructure
- project must be implemented quickly and have a duration of no more than two years
- projects may be proposed again to be considered for funding beyond two years
- funds must not be used for proposals currently funded or organized by the University
- funds will not be used for ongoing costs
- projects must benefit many staff members
- funds over \$5,000 must be vetted by Procurement Services.

PACSC has traditionally allocated the remainder of the SEF to these two additional buckets, each amount to be determined by PACSC each year:

- speakers and events coordinated by Organizational & Human Development on topics relating to staff training and development, both within and independent of the annual staff conference, and
- contribution to the university's annual Years of Service recognition program for USG Staff at certain milestones (as determined by Human Resources). (This recognition is independent of 25 Year Club Reception).

Approved: July 15, 2022